Greenville Technical College
2020-2021
Student Handbook and Catalog
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President’s Message

Even with thousands of students and five campuses across the county, Greenville Technical College offers a small college atmosphere where people come together to overcome challenges. Never has this been more apparent than during the pandemic, as classes moved online and staff and students teamed up to approach a new way of teaching and learning, adapting and excelling as a strong, supportive community.

As that situation demonstrated, members of our faculty and staff want to see students reach their goals and will do everything in their power to help. We offer tutoring, academic coaching, counseling, disability support, veterans centers and much more – all aimed at seeing that you reach the finish line.

We’re known for leadership in the two-year college realm, and we’ve recently added a number of programs, degrees, and services that add to that reputation. We’re the first technical college in the state to offer a bachelor’s degree in advanced manufacturing technology, the first to provide a Collegiate Recovery Program serving students in active recovery from substance abuse and the only two-year college in the state to be recognized for diversity four times over – with the Higher Education Excellence in Diversity award received in 2014, 2017, 2018 and 2019.

We look forward to supporting you during your college experience. Then we’ll take great pride in watching you take off well prepared for whatever you choose next – whether that’s to go directly into your career or to build on what you’ve learned here with additional education.

Keith Miller, Ph.D.
President
Greenville Technical College

Accreditation Statement

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

Policy on Nondiscrimination

Greenville Technical College provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation or veteran status. The college complies with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 and the Higher Education Amendments of 1986, Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the South Carolina Human Affairs Law of 1972; and the Americans with Disabilities Act (ADA) of 1990 as well as the ADA Amendments of 2008 (ADAAA). For additional information on nondiscrimination policies, students should contact Elaine Scott-Mattison, Student Disability Services Director, who also coordinates Title II of the ADA/ADAA, Section 504. She may be reached at (864) 250-8199 v/TTY or via email at Elaine.Scott-Mattison@gvltec.edu. For additional information about Title IX policies, students contact the Dean of Students Office at (864) 250-8102.

Effective Date

This catalog becomes effective Fall Semester 2020. It is for information only and does not constitute a contract. The college reserves the right to change, modify or alter, without notice, all fees, charges, tuition, expenses and costs of any kind, or any statement, written or verbal, in accordance with unforeseen conditions. The rules, regulations and policies in this catalog are based on present conditions and are subject to change without notice. Further, the college can add or delete without notice any course offerings or information contained in the catalog. Additional specific academic information may be obtained from an academic advisor and/or counselor. This Student Handbook and Catalog were last revised on April 17, 2020. Please visit https://www.gvltec.edu/catalog/ for any updates and/or addendums.

Disclosure Information

Information concerning the campus safety and security policy, crime statistics and the sex offenders’ registry is available online at https://www.gvltec.edu/cleryreport/. If you prefer to meet with someone in person for more information, visit the GTC Police office on one of our campuses or call (864) 250-8001.
MISSION, VISION & VALUES

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

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

Values
Greenville Technical College is committed to the following values:

Learning: We are committed to providing transformative learning opportunities that enable individual and community achievement and that are affordable and accessible for all members of our community and promote a culture of lifelong learning.

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

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

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

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

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

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

Role and Scope
Greenville Technical College is one of the largest public two-year colleges in South Carolina. The college provides exceptional learning opportunities primarily to the residents of Greenville County.

Curricular offerings include (1) certificates, diplomas and associate degrees in business, computer technology, health sciences, engineering technologies, advanced manufacturing technologies and public service; (2) university transfer courses, associate degrees; and (3) an Applied Baccalaureate in Advanced Manufacturing Technology.

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

The college offers an array of transitional courses to serve academically under-prepared students seeking to enter a program of study. Upon completion of their educational goals, the majority of GTC graduates are either employed in fields related to their programs of study or transfer to four-year colleges and universities.

Since Greenville Technical College is an open admission institution, students come from diverse socioeconomic and educational backgrounds. The college provides an affordable education through traditional and distance learning delivery methods for flexibility in scheduling times and locations convenient to students.

GTC faculty and staff are student-centered, accessible and highly recognized in their fields. The college offers various educational support services to facilitate the teaching/learning process and to enhance the academic and personal development for all students including an emphasis on articulation with local high schools and other colleges and universities.

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

1. Teaching and Learning
   The college provides an engaging, innovative learning environment anticipating and responding to our changing community and students’ diverse needs.

2. Student Access and Success
   The college empowers and engages students to progress towards their goal(s) through innovative practices, processes and policies.

3. Employee Support and Development
   The college is committed to a diverse, professional, knowledgeable and high-performing workforce.

4. Operational Excellence and Accountability
   The college ensures operational and service excellence by exceeding internal and external customer expectations.

5. Community Leadership
   The college drives community success through high standards of education, stakeholder partnerships and shared resources.
Admissions

Greenville Technical College serves the educational needs of all who can benefit from its courses and programs.

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

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

Greenville Technical College offers six convenient locations around Greenville County:

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

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

For questions on the required documentation, please contact the Enrollment Services Office at the Admissions and Registration Center at (864) 250-8000, Northwest Campus at (864) 250-3600, Brashier Campus at (864) 250-7950 and Benson Campus at (864) 250-3001.

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

Admission Policies and Procedures

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

- Complete and submit the online application at https://www.gvltec.edu/apply/. Applications can be completed at the Enrollment Services Office located at the Admissions and Registration Center at McAllister Square on the Barton Campus. Applications can also be completed at the Brashier, Benson or Northwest campuses. (Note: Prior students who have not attended Greenville Tech for three consecutive semesters must reapply for admission.) There is not an application fee. All applicants will need to submit Legal Presence in the United States Documentation to the Enrollment Services Office.

- All applicants are asked to submit their official standard high school diploma or state-sponsored GED along with any official college transcripts from regionally accredited institutions. Applicants with foreign transcripts must submit a course-by-course evaluation completed by a National Association of Credential Evaluation Services (NACES) member. The college offers several programs that do not require proof of a standard high school diploma or state-sponsored GED. If the student is applying for financial aid, he or she will need to submit an official standard high school transcript/diploma or state-sponsored GED. Any applicant under 18 years of age must be a high school graduate with a standard high school diploma or possess a state-sponsored GED. Applicants can be under 18 years of age if they are enrolled in the Early College Program (see specific requirements under Early College). Applicants applying for the LIFE scholarship or financial aid must submit official standard high school transcripts.

- Greenville Technical College honors the following (for more details, see acceptable high school graduation types at https://www.gvltec.edu/acceptable-grad-types/): Standard high school diploma or GED (General Educational Development Diploma). All public, private and home school associations must be accredited by a regionally accredited body or listed with the Department of Education in the state where the school resides. Foreign high school diplomas must meet the equivalent of 12 years of a U.S. secondary high school diploma. Contact World Education Services (WES) (https://www.wes.org/), Josef Silny and Associates, Inc., (https://www.jsilny.org/) or any service that is a member of the National Association of Credential Services (https://www.naces.org/) to request a document-by-document analysis and to have the official report sent to the Enrollment Services Office.

Definitions:

- **Standard High School Diploma** – The diploma awarded to students who completed state requirements for graduation from high school.
- **Occupational/Alternative/District Diploma** – Recognizes the accomplishments of students who participated in the special education curriculum of individual school districts.
Categories of Admission

- **Regular**: Applicants complying with the basic admission requirements who seek initial attendance at the college and desire to enroll in a curriculum program to pursue an associate degree, diploma or certificate shall be classified as regular students.

- **Audit**: Applicants who wish to enroll in curriculum classes without earning a grade or credits may be admitted as audit status. Students must complete the college application, provide documentation supporting Legal Presence in the United States, placement and prerequisites for course(s) enrollment, online orientation and payment for the course(s) they enroll. The audit status must be clearly denoted on the Schedule Request Form at the time of registration.

- **Career Development**: Applicants who wish to enroll in a few classes to update their occupational skills, but who do not wish to pursue an associate degree, diploma or certificate, must submit an application, provide documentation supporting Legal Presence in the United States, complete on-line orientation and meet any prerequisites for the course. Applicants cannot receive financial aid or graduate from the college if they are enrolled in this program. A student awaiting a foreign evaluation cannot change his or her program until the evaluation has been received by the Enrollment Services Office.

- **Early College (dual enrollment)**: High school juniors and seniors who want to get a head start on their college education may enroll in the Early College program. Early College students may take two college courses per semester. These students may choose classes that will apply toward one of the college’s associate degree, diploma or certificate programs, or classes that may transfer to almost any college or university. Additional information is located on the college’s website at https://www.gvltec.edu/early-college/.

  **Note**: Students must meet the academic requirements of any course to be taken. Those seeking to enroll in this status can find information at the following web address: https://www.gvltec.edu/early-college/. Home school applicants must be under the auspices of the school district or be a member of an approved South Carolina home school association. Home school applicants must submit the Early College application, submit Legal Presence in the US Documentation, bring in an official transcript and have acceptable test scores and their current membership card of an approved South Carolina Homeschool Association to the Enrollment Services Office.

- **Transient Visiting Students**: Students matriculating at other colleges who wish to enroll in a course at Greenville Technical College must submit an application, provide documentation supporting legal presence in the United States, complete on-line orientation, meet all placement and other prerequisites for the course(s) in which they plan to enroll (if applicable) and present written permission from their home institution to take the specific course(s). Information is available on the college’s website at https://www.gvltec.edu/transient-visiting/.

- **Plan 60 for Senior Citizens**: Plan 60 eligible applicants must be legal residents of South Carolina, not employed full time and at least 60 years of age. To apply for Plan 60, complete an application to the college then complete the Plan 60 form, which also includes the Legal Presence in the United States. Then complete on-line orientation, meet all placement and other prerequisites for the course(s) in which they plan to enroll. Plan 60 is a tuition-only waiver program. Participants are responsible for paying the student fee, technology fee and books/materials fees. Plan 60 covers tuition that is not paid by a third party. If a participant is eligible for Pell Grant or Lottery Tuition Assistance, Plan 60 may cover any remaining balance. Some courses may require proof of a prerequisite, therefore college

Program Admission Requirements

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

Time-sensitive Courses

School of Health Sciences applicants entering with advanced standing must have completed any biophysical course within five years of starting clinical.
transcripts and or placement testing may be required. Enrollment in classes is permitted on a space-available basis only.

- **International Students:** Any applicant who is requesting a student visa (F-1) or transferring from another college under a student visa must complete an International Student Packet from the Enrollment Services Office or visit the college's website at https://www.gvltc.edu/international_admissions/ to download a packet. Required documents must be submitted to the Enrollment Services Office. Foreign transcripts must be evaluated by World Education Services (https://www.wes.org/), Josef Silny and Associates, Inc. (https://www.jsilny.org/) or any National Association of Credential Education Services (NACES) member. The college accepts a course-by-course analysis.

### For guaranteed processing

- International students applying for Fall Semester must submit all documentation no later than May 1.
- International students applying for Spring Semester must submit all documentation no later than Oct. 1.
- International students applying for Summer Term must submit all documentation no later than February 15.

### Undocumented Applicants

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

### Enrollment Services

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

- Completing the admissions application
- Accessing Online Orientation
- Utilizing Self-Service Tools in GTC4ME
- Financial Aid Information
- Assistance with scheduling Planning and Advising for Student Success (PASS) sessions

Enrollment Services also assists new students who have completed Online Orientation and require assistance with next steps. These services include:

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

### Change of Address/Name/Social Security Number

- Address information can be updated via the GTC4me student portal or by completing the GTC Personal Status Change Form (https://www.gvltc.edu/Personal_status_change_form/). If a change of address will impact residency status, please contact the Enrollment Services Office immediately.
- Requests for a name change must be submitted with the official documentation (court order, marriage certificate or divorce decree) along with the GTC Personal Status Change Form and a valid state-issued photo ID. Students can change their personal information in person in the Enrollment Services Office or at one of the satellite campuses (i.e. Brashier, Benson and Northwest). Once this form is submitted, an Enrollment specialist will process the form. Changes must be submitted to the Enrollment Services Office prior to registration.
- Social Security Number changes must be submitted with official documentation (Social Security Card) along with GTC Personal Status Change Form and a valid state-issued photo ID. Social Security Number changes must be completed in the Enrollment Services Office located at the Admissions and Registration Center (ARC) on the Barton Campus.

### Change of Academic Program of Study

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

1. If you are undecided about your program of study, contact the Career Services Center (located in the Admissions and Registration Center on the Barton Campus) for assistance.

2. Submit a Program Change Form (https://nextgenso2.com/sp/startSSO.ping?PartnerIdpId=GVITLEC-IDP&SpSessionAuthnAdapterId=gvltcDF&TargetResource=https://dynamicforms.ngwebsolutions.com/ShowForm.aspx?RequestedDynamicFormTemplate=0227fe06-6b39-4a8a-a6a0-b69967b88d92/) along with a current photo ID to Enrollment Services (located in the Admissions and Registration Center on the Barton Campus) or any Student Services Office located at the satellite campuses (Benson, Brashier and Northwest).

### Placement Testing

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

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

Testing with accommodations is available for students with disabilities. For more information, call Student Disability Services at (864) 250-8202, 250-8408 or the V/TTY at (864) 250-8353.
Faculty members from the Transitional Studies department are available to help students prepare for the placement test, and the Placement Testing website offers free resources.

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

- taken the SAT exam and received 480 on the Evidence-Based Reading and Writing portion (waives reading and writing) and/or 480 on the math portion (waives math placement).
- taken the ACT exam and received an English sub-score of 19 (waives the reading and writing) and/or a math sub-score of 19 (waives math placement).

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

Upper-level math courses require higher SAT/ACT math scores or math placement testing. Additionally, applicants transferring from a regionally accredited post-secondary institution may exempt:

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

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

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

Eligibility of the LIFE Scholarship is determined by the college’s Office of Financial Aid.

Accelerated Course Formats
To help students progress through courses as quickly as possible while also providing a solid foundation, GTC’s Transitional Studies department offers a variety of accelerated course options each semester. Students should consult their advisors to identify the best opportunities for acceleration. See Transitional Studies Department Placement Testing.

Transcripts
Official high school transcripts are received by the Enrollment Services Office and official college transcripts are received by Student Records. Once accepted, the transcripts become part of an official record and cannot be returned. Official college transcripts are evaluated by the transcript evaluators. Unofficial transcripts cannot be evaluated by the transcript evaluator nor an academic advisor. Official college transcripts must be received in a timely manner prior to the start of the term in order to be evaluated prior to the orientation session. Official electronic college transcripts must be sent to the studentrecord@gvlted.edu email.

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

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

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

Military Transcripts/CLEP/Dantes
Records can be requested from the appropriate military branch education department. Transcript Evaluators only award a 3-credit general elective. The administrative coordinator of Prior Learning Assessment (PLA) uses the ACE guideline and is responsible for researching military training.
CLEP and Dantes records to determine which courses may qualify for exemption credit and/or transfer credit.

**Advanced Placement (AP) Exams**
Students must request AP scores from College Board to be sent directly to the Office of Student Records. Testing personnel will determine appropriate exemption credit per course. Acceptable scores are 3, 4 and 5.

**Advanced Placement (IB-HL) Exams**
Students must request IB scores be sent directly to the Office of Student Records. Testing personnel will determine appropriate exemption credit per course. Acceptable scores are 4, 5, 6 and 7.

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

**Articulating Colleges in One-Plus-One Programs**
It is the responsibility of the liaison at the articulating college to have the student request official college transcripts from all third party colleges be sent to Greenville Technical College for evaluation while the student is enrolled in Phase One at the articulating college.

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

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

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

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

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

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

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

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

For the academic year 2019-20, Lottery Tuition Assistance was awarded to students registered for six or more credit hours at $110.00 per credit hour.
hour. There is no cap on the amount of Lottery Tuition Assistance a full-time student can receive.

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

Please see https://www.gvltec.edu/tuition/ for current tuition and fees.

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<th>In-Country Tuition &amp; Fees</th>
<th>After Lottery</th>
<th>Out-of-Country Tuition &amp; Fees</th>
<th>After Lottery</th>
<th>Out-of-State Tuition &amp; Fees</th>
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</table>

18+ Varies based on the number of credit hours.

Tuition shown includes Enrollment Fee of $85 per semester (refundable within add/drop period).

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

**Resident Status**

Resident status determination information can be found under “Resident Status” in the Admissions section of this catalog/student handbook.

**Incorrect Classification**

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

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

**Fees**

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

**Other Fees (Non-Refundable)**

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<th>Fee Amount</th>
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<td>Late Registration Fee (date varies per semester; see Academic Calendar on GTC4me)</td>
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*Returned checks will be submitted to the Solicitor's Worthless Check Unit at a minimum cost of $121.*

**Financial Liability Agreement**

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

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

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

- I understand that enrollment at GTC constitutes a contractual financial obligation to pay tuition and fees for classes in which I am enrolled. I also understand it is my responsibility for meeting all of the published due dates for tuition payments.
- I understand that I will receive an email notification when my 1098T form is available on GTC4me. This form will be provided electronically.
- I understand that GTC will send an email notification when current billing statements are available to view online.
- Statements are located online at gtc4me.gvltec.edu (http://gtc4me.gvltec.edu). The Bursar will send additional notices through your GTC email account.
Tuition is refundable to students who officially drop classes prior to the deadlines indicated in the Refund Schedule. This information can be found in the college catalog or on the website at https://www.gvltec.edu/tuition-refunds/.

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

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

Financial Aid

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

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

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

Visit our web page at https://www.gvltec.edu/financial_aid/.

Tuition Refunds

Tuition is refundable to students who officially drop classes prior to the deadlines indicated in the Refund Schedule. This information can be

- I authorize GTC to automatically use my Financial Aid funds to pay all charges incurred on my account unless I restrict my Title IV funds to only pay tuition, fees and book store charges. I must notify Financial Aid in writing if I choose to restrict the use of my Title IV funds.
- I will ensure that I have provided Financial Aid all required documentation to complete my file and award my aid. I understand I am responsible for paying all student financial obligations if GTC does not receive my financial aid or if I lose eligibility for any reason.
- I understand a hold will be placed on my account for any past due balance. This will prevent future registration, graduation and access to transcripts. I further understand that if I enroll for a later semester prior to the enrollment hold being placed on my account, my enrollment is subject to cancellation if my balance is not paid to current.
- It is my responsibility to ensure that tuition is paid by a third party. I understand the Bursar’s office will not contact any third party on my behalf in regard to payment.
- I understand that my account information can only be released to me. It is my responsibility to notify my parents/legal guardians of my account balance.
- I understand failure to pay my account by the required due date will result in my account being assessed an 18% annual interest charge by GTC on any past due amount.
- I understand any debt owed after I have left the college may be turned over to an external collection agency. I agree to pay any collection charges incurred by GTC (up to 30% of the original debt), legal cost and attorney fees. I consent to allow the collection agency to attempt to contact me on any phone number I have provided or that they may receive. This includes a cell phone if I have provided one as a source of contact. I also understand they may use auto-dialers to make such contact. This will result in endangering my credit rating on a local and/or national level by being reported to all three credit bureau’s (Equifax, TransUnion and Experian). GTC will also exercise the right to request the South Carolina Department of Revenue state tax refund in missing important notifications. I understand the college can only
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Policies

Standards of Satisfactory Academic Progress Policy

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

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

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

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

SAP Requirements

The SAP requirements for Greenville Technical College are summarized below.

• Cumulative Completion Rate
  A student must successfully complete 67% of the cumulative hours attempted, including developmental courses.
  • These courses count towards hours attempted and GPA and will be considered in determining the Standards of Academic Progress. Students may not take more than 30 credit hours of developmental courses.  
  • Courses with grades of F, W, WF, WA, I and U are not considered completed hours.

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

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

SAP Statuses

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

• Warning
  After the first semester that financial aid recipients fail to meet the minimum standards (have not completed two-thirds of their cumulative attempted hours and/or have not achieved a cumulative 2.0 GPA) they will be placed on financial aid warning.
  • Financial aid recipients can receive financial aid while on warning.
  • To ensure that we are at least as strict as the college’s Academic Notice policy, students who are on financial aid warning status are advised to take no more than 12 credit hours per term.
  • At the end of a warning semester, the financial aid recipient who fails to meet cumulative SAP will become ineligible for financial aid for the next semester.

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

• Ineligible
  Failure to meet the standards of Satisfactory Academic Progress Policy at the end of a Warning term will result in an “ineligible” status.
  • Students who are on “Ineligible” status is no longer eligible to receive federal financial aid.
  • Students are required to pay for their courses out of pocket or set up a payment plan with the Business Office.
  • Students who exceed the 150% length of eligibility will automatically become Ineligible if they have not graduated from their program of study.

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

Under the terms of a student’s Academic Plan they must complete all of the following:
  • Register for a minimum of six credit hours.
  • Complete the semester with a minimum GPA of 2.5.
  • Complete all attempted hours (No withdrawals or failures).
• Continue to work towards graduation within the number of credit hours approved on SAP Appeal.

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

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

Appeal Procedures
Students will only be allowed to submit two appeals. The Academic Plan appeal will count as the first appeal. Students who become ineligible for financial aid may file an appeal. An appeal must consist of the following items:

1. A typed personal statement that
   • Outlines the extenuating circumstances that prevented the student from meeting the Standards of Satisfactory Academic Progress policy.
   • States why it is possible to improve upon past academic performance
   • Explains the corrective action taken with a detailed success plan for current and future semesters.

2. Include acceptable documentation that relates to the specific semester(s) during which the student's academic performance was affected. Examples of acceptable documentation include:
   • Birth/death certificates, obituaries, funeral programs of immediate family members (i.e. parents, grandparents, spouses, children, brothers, sisters).
   • Medical records on physician's or hospital's letterhead with the appropriate signatures that confirm illness and length of recuperation.
   • Court documents.
   • Statements from physicians, counselors, clergy or social workers on company letterhead, with the appropriate signatures.
   • Statement from work supervisor on company letterhead with the appropriate signature.

If a student has exceeded the maximum attempted hours (150 percent rule), he or she must also:
• Provide a personal statement explaining why accumulated attempted hours exceed current degree requirements.

It is strongly recommended that students obtain and review a copy of their unofficial transcript before submitting an appeal. The inclusion of supporting documentation as outlined above does not guarantee that an appeal will be granted. Each appeal will be reviewed on a case-by-case basis. Appeals submitted without documentation are not accepted.

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

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

Academic issues that will affect Satisfactory Academic Progress include:
• Course repetitions, withdrawals, incomplete courses, transfer credits and all other grades — All grades are counted in the hours attempted.
• Developmental courses — Financial aid recipients can only attempt a maximum of 30 credit hours of developmental coursework and/or Transitional Studies coursework, which consist of 100 or lower-level courses in the area of College Orientation, English, Reading, and Math. These courses include but are not limited to ENG 032, ENG 100, RDG 032, RDG 100, RWR 100, MAT 100, MAT 105, COL 103, COL 107 and CHM 100.
• Change of major — A financial aid recipient who changes his or her course of study is still responsible for maintaining satisfactory progress. A financial aid recipient changing from one program to another may lose federal and state eligibility immediately upon making the change. When considering a change in major, a student should consult the Office of Financial Aid to discuss the effect of this change on his/her satisfactory academic progress. Federal and state regulations prohibit the awarding of financial assistance beyond 150 percent of the published program length.
• Returning students' academic record — Federal financial aid regulation requires colleges to track a student's academic progress from the first date of enrollment, whether or not financial aid was received. Students returning to college after a break in enrollment should consult the Office of Financial Aid to determine how their college academic history will affect eligibility for financial aid.

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

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

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

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

Parent Financial Aid Record Release

Financial aid records and statements of a student’s parents submitted to the Financial Aid office are not considered student educational records and thus will not be released to the student. For example, Greenville Tech’s financial aid staff will not release a copy of a parent tax return to a student.

- **Non-Custodial Parent Information Inquiries**
  Greenville Tech’s financial aid staff will not release student financial aid information to the non-custodial parent(s) of a student considered dependent for financial aid purposes.

- **Parents of Independent Students Information Inquiries**
  Greenville Tech’s financial aid staff will not release student financial aid information to the parent(s) and or spouses of a student considered to be independent for financial aid purposes.

- **Student Written Requests**
  A student may submit a written and signed request for the release of student financial aid information to Greenville Tech that includes the following: 1) exactly what information is to be released, 2) the time period the information is for, and 3) the reason the information is being sought.

- **Third-Party Requests**
  No student-specific financial aid information is provided to any third party by phone or in person.

Office of Financial Aid and Veterans Affairs Identity Confirmation Practices

- **Student Identity Confirmation in Person**
  The preferred method for confirming students’ identities is their personal presentation of a valid Greenville Technical College Identification card, driver’s license or picture ID.

- **Student Identity Confirmation on the Telephone**
  Over the phone, a student’s identity will be verified by asking a series of questions: full name, date of birth and student identification number. To preserve the privacy of student records, the Financial Aid Office reserves the right to deny telephone service to a caller if the identity of the caller cannot be confirmed or is in doubt.

- **Dependent Student Custodial Parent Confirmation in Person**
  Authorization to Release Information form has to be confirmed and on file (each semester). Custodial parent identity will be verified by asking a series of questions: full name of student and parent, student identification number and parent SSN as reported on the Free Application for Federal Student Aid (FAFSA).

- **Dependent Student Custodial Parent Confirmation on the Telephone**
  Authorization to Release Information form has to be confirmed and on file (each semester). Custodial parent identity will be verified by asking a series of questions: full name of student and parent, student identification number and parent SSN as reported on the FAFSA. To preserve the privacy of student records, Greenville Tech reserves the right to deny telephone service to a caller if the identity of the caller cannot be confirmed or is in doubt.

- **Independent Student Parents on the Telephone or in Person**
  No student-specific financial aid information will be released to the parents or spouses of students considered independent for financial aid purposes.

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

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

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

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

Title IV Funds Policies

Return of Title IV Funds

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

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

A student’s federal financial aid eligibility must be recalculated and these regulations apply when a student fails to complete the period of enrollment for which he/she was charged due to one or more of the following situations:
• Change in a student’s schedule, which results in fewer credit hours
• Course or courses dropped or withdrawn
• Cancellation of a class by the college
• Total withdrawal or expulsion from the college

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

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

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

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

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

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

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

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

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

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

Grants
Aid that does not have to be repaid
(See section on the Return to Title IV for exceptions.)

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

Requirements to receive a Federal Pell Grant include the following:
• Must be a U.S. citizen or eligible non-citizen.
• Must have a high school diploma, GED certificate or equivalent.
• Must be enrolled in an eligible program.
• Must be admitted into a valid program consisting of at least 16 credit hours.
• Must not have bachelor’s degree or higher degree.

Federal Supplemental Educational Opportunity Grant (FSEOG)
This grant is for undergraduates with exceptional financial need (students with the lowest EFCs) and gives priority to students who receive Federal Pell Grants.

Requirements to receive an FSEOG include the following:
To be eligible for lottery funds, a student:

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

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

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

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

- Must be a South Carolina resident.
- Must have a high school diploma or GED certificate.
- Must be enrolled in a minimum of six credit hours in a valid program consisting of at least 16 credit hours.
- Must not have an associate degree or higher.
- Must not have a criminal record or two or more drug-related convictions.
- Other program requirements apply.
- Cannot exceed $2,500 in a certificate or diploma program.
- Cannot exceed $5,000 in an associate degree program.
- Cannot receive the SCNBG for more than eight semesters.
- Must indicate an unmet need.
- Must have an EFC (Estimated Family Contribution as reported by the FAFSA) between 2000 – 8000.

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

South Carolina Lottery Tuition Assistance (SCLTA)
This South Carolina state grant has award amounts that are subject to change. The award is applied to tuition, but not books and pass-thru or lab fees. If students have enough federal and/or other state grant funds to cover the cost of their tuition they will not receive SCLTA. If grants cover only a portion of tuition, they will receive SCLTA not to exceed the uncovered portion of their tuition, not the maximum of the SCLTA for which they are eligible. This could result in the student owing a balance for the remaining portion of their fees after grants and Lottery have awarded.

To be eligible for lottery funds, a student:

- Must be a South Carolina resident.
- Must complete and submit a Free Application for Federal Student Aid (FAFSA) before the last day of classes in the term of the application, or qualify for a FAFSA waiver.
- Must be admitted in certificate, diploma or associate degree program.
- Must be enrolled in at least six credit hours.
- Must maintain Satisfactory Academic Progress after attempting 24 credit hours. (Maintain a cumulative 2.0 GPA)
- Must be enrolled in an eligible program. Students will not be eligible for SCLTA if they
- Owe a refund or repayment of a state grant, a Pell Grant or an FSEOG.
- Are in default on a loan under the Federal Perkins Loan, Federal Stafford Loan or William D. Ford Direct Loan.
- Receive LIFE scholarship (and Palmetto Fellows scholarship in the case of mid-year transfer students) Summer Transient Students are not eligible for SCLTA.

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

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

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

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

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

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

Loans
Visit our web page at https://www.gvltec.edu/loans/.

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

Interest Rates for loans first disbursed between July 1, 2019, and June 30, 2020
• Direct Subsidized Loans (Undergraduate Students) Fixed at 4.53%
• Direct Unsubsidized Loans (Undergraduate Students) Fixed at 4.53%

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

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

Federal Direct Parent PLUS Loan Program
• Direct Plus Loans (Parent Loans for Undergraduate Students) Fixed at 7.08% for the 2019-2020 academic year.

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

Scholarships
Visit our web page at https://www.gvltec.edu/scholarships/.

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

• Entering freshmen requirements include the following:
  • Must be a South Carolina resident.
  • Must be a South Carolina high school graduate.
  • Must have a 3.0 high school grade point average on a 4.0 scale.
  • Must have no felony convictions.
  • Must have no second or subsequent drug or alcohol convictions in the preceding 12 months/calendar year.
  • Must be a full-time undergraduate student in an eligible program.
  • Must take a minimum of 12 college-level (non-remedial) credit hours. At Greenville Technical College all courses with a 100 or lower course number are remedial unless otherwise noted in the college catalog. For LIFE purposes, remedial courses include but are not limited to ENG 032, ENG 100, RDG 032, RDG 100, RWR 100, MAT 100, MAT 105, COL 103, COL 107 and CHM 100.

Additional requirements for continuing or transfer students include the following:
  • Must have a minimum of a 3.0 cumulative GPA (all colleges attended).
  • Must have completed a minimum of 30 curriculum credit hours in the prior academic year (15 credit hours, if enrollment started in January.)

The LIFE Scholarship (at two-year SC colleges) pays the maximum amount per semester ($2500) only when the student has more than 13 credit hours of non-remedial coursework. The student may receive a prorated amount if registered for 12 or 13 credit hours of non-remedial coursework. LIFE Scholarships are available the following semesters:

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

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

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

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

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

1. Each student selected for the scholarship must have applied, meet requirements and evidence for the legal presence policy, and received acceptance to a School of Business and Computer Technology program of his or her choice. Prior to selection, the following steps must be completed by the student:
   • Submit Application for Admission to the Enrollment Services Office or online at https://www.gvltec.edu/apply/;
   • Complete and submit the Legal Presence Form along with required state or Federal issued photo identification;
   • Take Greenville Technical College placement examination or submit SAT scores of 480 or higher on the verbal, 480 or higher on the math, or ACT Math & English scores 19 or higher; D.
   • Submit copy of the applicant’s high school transcript with application.

2. Applicant must complete the portion of the scholarship application labeled "Student Information" and give the completed form to his or her guidance counselor or Business Education teacher.
3. A recommendation must accompany the application and it must be written by the student’s guidance counselor. The completed scholarship application form and recommendation must be received by the college on or before the annually published deadline date.

4. Students receiving this award may not combine it with the Lillian Simpson or Vocational Technical Scholarships.

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

The Laurel Scholarship
A tuition scholarship, with a value of up to $1,500 for an academic year upon the maintenance of a “C” average, will be awarded to one graduating student from each qualifying private school in Greenville County. The scholarship is divided into $50 awards for each semester (up to three consecutive semesters as long as the student maintains a “C” average/2.0 GPA) during the academic year and may only be applied toward tuition. Any additional tuition costs, lab fees, application fees, student fees, books or uniforms will be the responsibility of the student. The scholarship will be awarded by the Greenville Technical College Scholarship Committee according to the following procedures:

1. Applicant must be ranked in the top 50% of his/her graduating class at the end of the Fall Semester.

2. The application and recommendation must be completed and signed by the student’s principal or senior counselor and received by the college by the annually published deadline date.

3. The student selected for the scholarship must have applied and received acceptance into a curriculum program of his or her choice. Prior to selection, the following steps must be completed by the nominated student:
   • Submit Greenville Tech’s Application for Admission to the Enrollment Services Office or online at https://www.gvltec.edu/apply/;
   • Complete and submit the Legal Presence Form along with required state or Federal issued photo identification;
   • Take Greenville Technical College placement test or submit SAT scores of 480 or higher on the verbal, 480 or higher on the math, or ACT Math & English scores 19 or higher
   • Submit a copy of applicant’s high school transcript with application/recommendation form.

4. Applicant must complete the portion of the scholarship application labeled “Student Information” and give the completed form to his or her guidance counselor.

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

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

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

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

Other aid opportunities for students are provided by local fraternal organizations, societies, business firms, high schools and family employers. For further information, check with the Greenville Tech Financial Aid office, your high school guidance counselor or visit https://www.gvltec.edu/otherFAprograms/.

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

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

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

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

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

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

Grading Procedures for Veterans
In 1976, Congress amended the “GI Bill®” in such a way as to encourage veterans to move toward the attainment of educational career goals. (“GI Bill®” is a registered trademark of the US Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official US government website at https://www.benefits.va.gov/gibill/.) The law now provides that no payment
will be made to an eligible veteran for auditing a course or for taking a
course in which the grade assigned is not used in computing graduation
requirements. Included in this rule are courses from which veterans
withdraw.

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

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

How To Access Grade Report

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

To see and print grades:

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

Veterans Change of Status

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

Veterans Attendance Policy

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

- **Never in Class (NIC):** During the add/drop period, students will be
  withdrawn if they do not attend class. If a student registers for a
course but fails to attend during the add/drop period (including failing
to meet the criteria to be counted as present in an online course), the
college will administratively withdraw the student from the course
and assign a grade of WA (Administrative System Withdrawal). No
credits or grade points will be awarded and the WA will not affect
the GPA. The student will be responsible for course payment in
accordance with the college refund policy. The college will notify the
student of the administrative withdrawal via the student’s official
college email address. For students receiving financial aid, this
withdrawal will not count as a course attempt and will not affect
future financial aid awards.

- **14-Day Rule:** At any time during the semester and regardless of a
  student’s use of financial aid benefits, the college will withdraw a
  student who is not in attendance for 14 consecutive calendar days,
  including weekends, holidays, college breaks and canceled class
  sessions, and college breaks lasting four days or less. Breaks of five
  or more days will be excluded from the 14-day attendance count.

- **Prior to the course withdrawal date,** the college policy is to assign a
  grade of W (Withdrawn). No credits or grade points will be awarded
  and the W will not affect the GPA. For students receiving financial
  aid, the course will count as an attempt and may affect future aid.

- **After the course withdrawal date,** the college will assign a grade of WF
  (Withdrawn Failing) for the course, which will negatively affect the
  GPA calculation. The student will be responsible for course payment
  and will not be eligible for a refund. The college will notify the student
  of the administrative withdrawal via the student’s official college
  email address. For students receiving financial aid, the course will be
  recorded as an attempt and may affect future financial aid awards.
• Students who have been administratively withdrawn from a course may request reinstatement. Reinstatements must be approved by the course instructor.

**Academic Support and Student Resources**

**Philosophy and Objectives**

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

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

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

Major Student Services goals include, but are not limited to

- To admit applicants for admission to the college.
- To evaluate students' transcripts from other colleges, as applicable, to award transfer of credit.
- To maintain students’ educational records in keeping with applicable standards and laws.
- To help students learn more about themselves as a part of the career decision-making process.
- To assist students and graduates in their search for employment.
- To meet the special needs of students who are faced with disabling conditions.
- To provide various supportive services to underserved or disadvantaged students.
- To provide guidance and assistance to veterans and veterans’ dependents who are eligible for government benefits and other services on campus.
- To provide extracurricular activities that enhance the classroom experience, promote leadership development and allow opportunities for social interaction outside of the classroom.
- To respond to on-campus emergencies.
- To guide students so they may plan productive pathways to completion and vibrant careers.
- To orient students so that they may become fully engaged members of the college community.
- To provide broad access to information resources required for learning and research.
- To coach and tutor students beyond the classroom so that they fully comprehend course concepts.
- To provide testing services and environments based on the highest standards of academic integrity.
- To grant recognition of outstanding academic achievement through means such as the Dean's List, President’s List, Honor Roll, the President's Awards, the National Dean's List and Who's Who Among Students in American Junior Colleges.

- To help provide an environment that is safe, inclusive and conducive to learning.
- To make referrals to other college departments or to off-campus agencies as necessary and appropriate.

**Student Services for Distance Learners**

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

**Student Services Contacts**

**Academic Coaching and Tutoring**  
Phone: (864) 250-8303  
E-mail: Ember.Cunningham@gvltec.edu

**Academic Advising**  
E-mail: advising@gvltec.edu

**Academic Testing Center**  
Phone: (864) 250-8020  
E-mail: AcademicTestingCenter@gvltec.edu

**Bookstore**  
Phone: (864) 250-8173  
Fax: (864) 250-8503  
E-mail: Rosa.Hudson@gvltec.edu

**Business Office**  
Phone: (864) 250-8818  
Fax: (864) 250-8828  
E-mail: Doris.Downs@gvltec.edu

**Caring Corner Emergency Food Pantry**  
Phone: (864) 250-8003  
E-mail: Crystal.Pitrois@gvltec.edu

**Center for Career and Professional Development**  
Phone: (864) 250-8222  
Fax: (864) 250-5566  
E-mail: Ileka.Leaks@gvltec.edu

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

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

**Educational Opportunity Programs**  
Phone: (864) 250-8959  
Fax: (864) 250-8193
Enrollment Services
Phone: (864) 250-8000
Fax: (864) 250-8534
E-mail: Alecia.Watkins@gvltec.edu

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

Financial Education Center
Phone: (864) 250-8267
E-mail: Amber.Morgan@gvltec.edu

Library Services and Computer Labs
Phone: (864) 250-8319
Text: (864) 438-3425
E-mail: gtclibrary@gvltec.edu

Placement Testing
Phone: (864) 250-8107
Fax: (864) 250-8535
E-mail: Tanisha.Latimer@gvltec.edu

Planning and Transfer Headquarters (PATH)
Phone: (864) 250-8393
E-mail: Chris.Satterfield@gvltec.edu

Student Activities
Phone: (864) 250-8077
Fax: (864) 250-5566
E-mail: Jaquetta.Ross@gvltec.edu

Student Disability Services
Phone: (864) 250-8408
Fax: (864) 250-5566
E-mail: Elaine.Scott-Mattison@gvltec.edu

Student Records
Phone: (864) 250-8114
Fax: (864) 250-8535
E-mail: Gloria.Carden@gvltec.edu

Transcript Evaluation
Phone: (864) 250-8004
Fax: (864) 250-8535
E-mail: Reva.McCluney@gvltec.edu

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

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

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

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

Early Advising
Early Advising is in the University Transfer Building, Building 104, Room 137-D. After completing placement testing, a student who places in a transitional course(s) will be referred to Early Advising. The student will be advised on transitional course work and acceleration options that may allow him/her to enter his/her curriculum courses earlier.

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

School Advising Center locations:
- School of Arts and Sciences and School of Education and Professional Studies: UT Transfer Building, Building 104, Room 138
- School of Health Sciences: STAT Building, Building 122, Suite 100
- School of Business and Computer Technology, School of Advanced Manufacturing & Engineering Technology and School of Aviation, Construction and Transportation Technologies: Engineering Technology Building, Building 103, Room 104 and 104A

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

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

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

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

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

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

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

CCPD works by appointment. Office hours are 8 a.m. – 5 p.m. Monday through Thursday and 8 a.m. – 1 p.m. on Friday. The CCPD office is located in the Administration and Registration Center, Suite 603. CCPD also offers services on the Benson, Brashier and Northwest satellite campuses on a regular rotational basis. For more information or to make an appointment, please call (864) 250-8139. Visit our web page at https://www.gvltec.edu/career-services/.

Math Centers

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

The main Math Center is located in the University Transfer Building, Building 104, Room 357 on the Barton Campus. Additionally, services are also available at the Benson, Brashier and Northwest campuses.

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

Writing Centers

Writing Centers are open to students or employees who need help with either written or oral communication. The primary Writing Center is located in the University Transfer Building, Building 104, Room 131 on the Barton Campus.

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

Library Services

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

Facilities

Located in Building 105, the Barton Campus Library houses most of the college’s physical library collection. The library offers desktop computers as well as labs that provide additional computers loaded with academic software. Additionally, visitors have access to free wireless Internet, group study rooms, various types of seating, and food and beverage vending.

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

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

Services

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

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

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

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

Resources

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

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

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

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

Barton Campus Library (Main Library)
Building 105, 1st and 2nd floors
Library Phone (864) 250-8319 / Computer Lab Phone (864) 250-8449 / Information Desk Phone (864) 250-8452
Hours: Monday-Thursday, 7:30 a.m. to 8 p.m.; Friday, 8 a.m. to 1 p.m.; and Saturday, 9 a.m. to 1 p.m.

Benson Campus Learning Commons
Building 301, Room 121
Phone (864) 250-3010
Hours: Monday-Thursday, 8 a.m. to 6 p.m.

Brashier Campus Learning Commons
Building 202, Room 103
Phone (864) 250-4162
Hours: Monday-Thursday, 8 a.m. to 6 p.m.

Northwest Campus Learning Commons
Building 402, Room 122
Phone (864) 250-3638
Hours: Monday-Thursday, 8 a.m. to 6 p.m.

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

Computer Labs

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

Greenville Tech operates the following labs:

- Cyber Café
  Admissions and Registration Center (ARC), Building 603, Room 109
- Computer Valley
  Barton Campus, Building 105, 1st floor
- Academic Coaching & Tutoring Center
  Barton Campus, Building 104, Room 131
- Business & Technologies Lab
  Barton Campus, Building 103, Room 115
- PC Dugout
  Brashier Campus, Building 202, Room 120
- Cyber City
  Benson Campus, Building 301, Room 114
- Northwest Campus Learning Commons
  Building 401, Room 124

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

Tutoring Services

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

The services offered through Academic Coaching & Tutoring are for students who wish to do better in their courses. Subject tutoring is provided on most campuses. Depending on subject matter and tutor availability, students may receive tutoring assistance through scheduled appointments, drop-in sessions, group or one-on-one tutoring, online sessions or workshops. Students may request tutoring on their own or be referred by a faculty member. Students may schedule tutoring appointments at https://www.gvltec.edu/1to1Tutoring/.

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

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

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

Academic Coaching

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

Academic Testing Center

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

The ATC is located on the Barton Campus in the Dental Building (Bldg. 112), Room 350. Academic Testing Center hours:

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

Test dates are reserved by an instructor with the ATC staff. Any testing dates outside of the reservation must be approved by the instructor and ATC coordinator prior to the test date. Students that live more than 50 miles from Greenville Technical College may request off-site proctor following the ATC guidelines. It is the student’s responsibility to locate a certified proctoring site for approval and pay any charges required by the proctor location.

Contact Information:
Phone (864) 250-8020
Email AcademicTestingCenter@gvltec.edu.
Important ATC policies and procedures are available at https://www.gvltec.edu/academic-testing-center/. Students should review these carefully before visiting the center.

**TRIO Student Support Services (SSS)**

TRIO Student Support Services (SSS) is one of the federally funded TRIO programs. The program's objectives are to:

1. increase retention and graduation rates among eligible students;
2. increase the transfer rate of eligible students from two-year to four-year institutions;
3. foster an institutional climate supportive of the success of low-income and first-generation college students and individuals with disabilities; and
4. improve the financial and economic literacy of students in areas such as basic personal income, household money management, financial planning skills and basic economic decision-making skills.

The mission of TRIO SSS is to have a positive impact on the educational success of 350 highly motivated students through the delivery of personalized and dynamic services. Students are selected to participate in the project based on the following criteria:

- Qualification as a
  - low-income student as determined by the Federal Poverty Guidelines that are published annually
  - first-generation college student (neither of the student's parents has earned a bachelor's degree or higher)
  - student with a documented disability
  - high school diploma or GED recipient
  - U.S. citizen or U.S. national or meets the residency requirements for federal student financial assistance
  - student with a demonstrated academic need for assistance
  - student enrolled at Greenville Tech with a majority of classes on Greenville Tech's Barton Campus
  - Initial date of college enrollment cannot exceed four years prior to the date of program application

**Services Provided**

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

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

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

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**Student Disability Services**

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

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

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

If you have questions, please email the Student Disability Services Director at Elaine.Scott-Mattison@gvltec.edu.

**Counseling**

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

Counseling Services is located in The Beattie E. Huff Student Center, Building 105 on the Barton campus. The offices are located in Suite 218. Students can reach our office via phone, (864) 250-8322, or email at CounselingServices@gvltec.edu.

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

**Satellite Campuses**

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

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

**Bookstore**

The student book and supply store is centrally located in the Admissions and Registration Center at McAlister Square. It offers students required textbooks, supplemental books and supplies, as well as soft goods and gift items bearing the college name and logo. Computers, computer software, web cameras, external hard drives, and other technology items may be purchased at the McAlister location.
Barton, Brasher, Benson and Northwest Campuses have auxiliary bookstores that offer many of the same books and supplies. Online ordering is available with home delivery or in-store pick up at all locations.

The bookstore will buy back used books from students when the books are resalable (see note). Books, if in new condition, may be returned for full credit during the first two weeks of classes when accompanied by a sales slip and a student ID card. Books that include an access code, if the access code has been used, are not refundable. Some classes have an access code only. If the access code has been used, it is nonrefundable.

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

Bookstore hours:

- Monday through Thursday, 8 a.m. - 5 p.m.
- Friday, 8 a.m. - 1 p.m.
- Please see https://www.gvltec.edu/bookstore/ for peak hours during registration periods.

For bookstore hours at the Brasher Campus, call (864) 250-4163, at the Benson Campus, call (864) 250-3003, at the Northwest Campus, call (864) 250-3637 and at the Barton Campus, call (864) 250-8650.

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

Dental Hygiene Clinic

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

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

Child Development Center

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

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

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


GTF Student Housing (Campus Pointe at GTC)

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

Goals of Campus Pointe at GTC

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

How may I contact the Campus Pointe Leasing Office?

Phone: (864) 298-0716, Fax: (864) 298-0717

How do I apply?

- Get accepted into Greenville Technical College.
- Go to https://gtechhousing.com/ and apply online or come by the office to apply in person.
- Pay the $50 application fee online or in-person with a check or money order.
- Pay the $175 utility fee and a $200 damage deposit prior to Move-In.
- Email your Financial Aid Award letter (Issued by Greenville Tech) to awardletter@gtechhousing.com

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

What are the academic requirements to live in Student Housing?

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

What are my Options for Paying for Housing?

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

What is the Deferral Program?

The Financial Aid Deferral Program allows students to pay for housing with their financial aid award.
What are the Fees for Student Housing?
Please visit our website for information on housing fees at https://gtechhousing.com/.

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

Student Activities and Organizations

Baptist Collegiate Ministry
(Tracie Raines, Advisor)
The purpose is to reflect the life of Christ in members’ lives and to those lives around them, to strengthen and unify the members, to provide a ministry to individuals within the campus community and to nurture them in the Christian life and faith.

College Democrats of Greenville Technical College
(Matt Cazessus, Advisor)
The purpose is to promote student engagement in civic participation through promoting progressive action, voter registration and raising awareness of social and political issues.

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

Global Students Club
(Karen Kotiw, Advisor)
A social and cultural club for GTC students from Greenville and around the world.

Greenville Tech Art Club
(Mark Roper, Advisor)
The Greenville Tech Art Club provides an open and judgment-free space for those that enjoy any kind of gaming, art and graphic design.

Greenville Technical College Veterans
(Angelo Kendrick, Advisor)
This organization seeks to support veterans attending Greenville Technical College with pursuing their higher education goals.

GTC Fishing Team
(Russell Sanford, Advisor)
To educate anglers and develop angling skills with an emphasis on bass fishing, along with promoting student camaraderie and sportsmanship through athletic competition and fellowship.

Greenville Tech Gospel Choir
(Jaquetta Ross, Advisor)
The Greenville Tech Gospel Choir inspires and serves Greenville Tech and the greater Upstate community through worship music as expressed in the Christian tradition.

GTC Muslim Student Association
(Mariam Auar, Advisor)
This club offers opportunities to meet, socialize, fundraise and debate, working with other college Muslim Student Associations.

GTC Outsiders
(Chris Mundie, Advisor)
This group’s purpose is to provide outdoor opportunities including hiking, camping, road cycling, mountain biking and kayaking/canoeing in the Carolinas and Southeast.

GTC Paralegal Association
(John Bell, Advisor)
Students enrolled in the Paralegal Associate Program are encouraged to join the GTC Paralegal Association in order to further their understanding of the paralegal career field. Participants can also become involved in educational and community service activities.

GTC Student Nurses Organization
(Sallie Beth Todd, Advisor)
Greenville Technical College’s Student Nursing Organization (SNA) is a pre-professional organization for nursing and pre-nursing students. Members are eligible for numerous discounts, including health insurance, and are given a chance to be involved with community outreach and networking. For more information, email gtcsna@gmail.com.

GTC Urban Farmers
(Liz Wilfong, Advisor)
Our mission is to collectively serve the Greenville Technical College community through greater fresh food access, campus and community outreach, organic farming education and overall environmental stewardship.

Hospitality Student Association
(Austin Craft and Scott Roark, Advisors)
The purpose of this organization is to inform all enrolled members, and those interested in the curriculum, of professional careers, internships and the opportunity to obtain additional knowledge of the Tourism, Hospitality and Culinary Industries. Group will provide networking and social opportunities for career advancement.
Kappa Beta Delta
(Sonya Sample, Advisor)
This group provides recognition, scholarships and networking opportunities for students with outstanding academic achievements in the ACBSP accredited programs.

Kappa Omega Sigma - Cosmetology Club
(Michele Henley-Elmore, Advisor)
The purpose of this organization is to increase exposure, create more educational opportunities and enhance marketing techniques to build awareness of our student-run salon.

Lambda Alpha Epsilon Beta Chapter
(Cassie Walls, Advisor)
The purpose of this organization is to promote the Criminal Justice profession through education and community involvement.

LSA - Latin Student Association
(Lissette Treanor, Advisor)
The purpose of the Latino Student Association is to share and promote awareness of Latin American culture through cultural projects and activities as well as to provide leadership and volunteer opportunities for all its members.

M.A.L.E.S. (Mentoring, Achievement, Leadership, Empowerment, & Service)
(Richard Dawkins, Advisor)
The overarching goal of the M.A.L.E.S. club is to help students become stronger leaders and allies to the communities by practicing inclusion in their organizations and campuses. M.A.L.E.S. empowers them to create a more accepting, equitable environment and preparing them to work effectively in a diverse workplace. Participants will explore the history and roots of the community, examine where they are currently and look to their future.

Martial Arts Club (MAC)
(Steven Green, Advisor)
The Martial Arts Club provides an opportunity for students to enjoy, practice and perform various styles of Martial Arts. All levels are welcome to participate.

Not a Statistic (NAS)
(Geneene Thompson, Advisor)
The purpose is to foster the intellectual, cultural and social development of women of color at Greenville Technical College through the research, advocacy, campus connections, civic engagement and issue-specific programming.

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

Philosophy Club
(Nathan Sasser, Advisor)
The Philosophy Club fosters intellectual life on campus by creating a forum for open, friendly and rational discussion of fundamental questions and ideas. At a typical meeting, someone briefly presents a philosophical idea or argument and then the floor is opened to discussion. Everyone is welcome!

Professional Construction Estimators Associations of America, Inc. - PCEA Student Chapter No. 23
(Catalina Miller, Advisor)
This national organization is open to students in Construction Engineering Technology. Its purpose is to help keep students abreast of the latest developments in the construction industry. Contractors’ representatives assist in placing students after graduation.

Royal Elite Dance Club
(Jaquetta Ross, Advisor)
The Royal Elite Dance Club provides an opportunity for students to engage in dance of all forms including various styles of dance, step and cheer. The club motivates and encourages the Greenville Tech community to attend and enjoy campus events. All levels are welcome!

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

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

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

The Inspired Mind-Meditation Club

(Karen Kotiw, Advisor)
The Inspired Mind is here to help students cultivate awareness, inner strength and peace through mindful and inspirational group meditations.

Guidelines for Student Organizations

NOTE: Information concerning student organizations is subject to change based on revisions to the Student Organization Leadership Orientation (SOLO) manual. For the most up-to-date guidelines and procedures, refer to the SOLO manual.

General Procedures

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

Procedures for Establishing a New Organization

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

Procedures for Requesting Activity Proposal Approval

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

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

Procedures for Reserving Meeting Areas

1. Meeting rooms may be reserved for student groups recognized by the college by contacting Evelyn Westfield at (864) 250-8102. The reservation must be made by the advisor or the student organization’s president.
2. Eating, drinking and smoking are prohibited in all classrooms and/or meeting rooms.
3. The club/organization’s advisor is responsible for the activities of an organization that will be using college facilities and should see that all regulations for their use are followed.
Publicity
All notices to be placed on campus bulletin boards by student organizations must be cleared through the office of the dean of students.

Publications may be placed on the LCD Panels in the Student Center for additional publicity and should be submitted to the director of Student Activities.

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

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

Other Educational Opportunities
Global Education
Greenville Technical College's international education program promotes culturally diverse student experiences by infusing a variety of international and intercultural elements into teaching and learning and college life. Such efforts will extend students' educational experiences to international and intercultural elements into teaching and learning and promotes culturally diverse student experiences by infusing a variety of

Global Education initiatives include

- Study abroad opportunities
- Cultural trips
- International Education Week activities
- Global Scholars Program
- Global Education Club (student organization)

For more details, visit https://www.gvltec.edu/global-education/.

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

Benefits to the Student
Co-op students have an advantage in the classroom since they have a better understanding of the relevance of their courses.

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

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

Experiential Learning office at ExperientialLearning@gvltec.edu. Visit our web page at https://www.gvltec.edu/real-life-experience/.

University Center of Greenville
Since its humble beginnings in 1987, the University Center of Greenville's mission is to provide a central cost-effective location for the delivery of higher education baccalaureate, masters and doctoral programs from many of South Carolina’s largest universities benefiting the citizens and economic community of Greater Greenville, South Carolina. The University Center's member universities cooperate with Greenville Technical College to meet the growing need for upper-division undergraduate, as well as graduate-level, educational opportunities for students in the Greater Greenville area. The University Center of Greenville’s current member universities include Anderson University, Bob Jones University, Clemson University, Converse College, Furman University, Lander University, South Carolina State University, the University of South Carolina and the University of South Carolina Upstate. Greenville Technical College is also a member of the University Center and provides lower-division university transfer courses to the center’s baccalaureate degree programs.

The University Center offers more than 750 courses year-round in over 80 undergraduate and graduate degree programs. Degrees are granted by the participating universities. Tuition is set by each member institution, and all courses are taught by full-time faculty members from
the sponsoring universities. Most Furman courses are taught on its campus.

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

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

Civic Engagement (Service Learning and Volunteerism)

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

Online Learning Programs

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

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

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

- Students who are either new or returning to GTC after a three-semester break AND who plan to take an online course(s) must complete a 1-credit, online COL 111 E-Learning Success course designed to foster success in an online learning environment. While COL 111 E-Learning Success could be helpful to any student, it is not currently required for continuing students or students who plan to take only face-to-face or blended courses.
- Before registering for any fully online course, affected students must have either completed COL 111 E-Learning Success successfully (prerequisite) or be registered for COL 111 E-Learning Success (co-requisite) in the same term.
- Faculty members have designed COL 111 E-Learning Success to introduce students to basic computer skills and functions necessary to navigate the Blackboard learning management system. COL 111 E-Learning Success also includes assignments for students to self-assess whether they are prepared for online learning.
- Unlike other courses, COL 111 E-Learning Success tuition is set at $25 plus applicable fees. Furthermore, there is no additional textbook cost. In most cases, the course will not be eligible for financial aid.

Course Delivery Options

Face-to-Face: Face-to-face courses are traditional courses with regularly scheduled face-to-face class meetings. All instructors teaching face-to-face courses use Blackboard to communicate course information such as course syllabus, plan of instruction, course policies, instructor information, assignment due dates and student grades. However, other learning tools in Blackboard may also be used.

Web-enhanced: Web-enhanced courses have regularly scheduled face-to-face class meetings that will be supplemented with online discussions, quizzes or assignments.

Blended: Compared to the web-enhanced course, blended courses have reduced face-to-face meeting times and more required online activity. The schedule and structure (which may include online assignments, discussion forums, labs, etc.) can vary significantly from one blended course to another. All campus requirements for a blended course will be clearly indicated in the course syllabus. Students may incur additional expenses such as additional equipment (i.e. microphone or webcam) and/or test proctoring.

Online: In an online course, all instruction, assignments, projects and research are conducted using Internet access and the Blackboard learning management system. Online courses may require students to make occasional trips to campus or an approved site for proctored testing. Online courses may have established times that students meet virtually. Students may incur additional expenses such as additional equipment (i.e. microphone or webcam) and/or test proctoring.

Disabilities Information

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

Creative Inquiry

Creative Inquiry (CI) offers students the opportunity to engage in collaborative research with a faculty member with like research interests. Students involved in CI enroll in a 3 credit hour research methods course in their chosen field:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 299</td>
<td>Research in Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td>BIO 299</td>
<td>Research in the Biological Sciences</td>
<td>3</td>
</tr>
<tr>
<td>BUS 299</td>
<td>Research in Business</td>
<td>3</td>
</tr>
<tr>
<td>CHM 299</td>
<td>Research in Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>EGR 299</td>
<td>Applied Research in a Technical Field</td>
<td>3</td>
</tr>
<tr>
<td>ENG 298</td>
<td>Research in English</td>
<td>3</td>
</tr>
<tr>
<td>HSS 298</td>
<td>Research in the Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MEC 299</td>
<td>Research in Advanced Mechatronics</td>
<td>4</td>
</tr>
<tr>
<td>MTT 299</td>
<td>Research in Advanced CNC</td>
<td>3</td>
</tr>
<tr>
<td>NUR 299</td>
<td>Research in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 299</td>
<td>Research in Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>
Students can use the research experience to set them apart from other individuals applying for the same position or as an addition to their transcript. Participants in a collaborative research experience will have spent one semester in intense study, gaining experience in research methods, earning college credit, and producing a body of work for publication and/or presentation on or off-campus.

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

Scholarly and creative activities by students in all academic disciplines at the college are supported by CI. Examples of topics could include historical significance of religious artifacts, evaluation of a fish population in a small pond, lack of representation of female artists in museums, automotive repair from damaged car to reliable transportation, magical realism in Latin American literature or water quality evaluation of a small campus pond.

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

Alumni Association

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

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

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

Economic Development & Corporate Training

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

Training ranges from basic job skills to advanced educational opportunities for company executives. Classes are delivered throughout the day and in the evening in an accelerated manner at the job site, Greenville Technical College locations throughout Greenville County or online.

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

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

Business Organizational and Process Excellence

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

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

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

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

The APICS CLTD Certification in Logistics, Transportation and Distribution is designed for logistics professionals across all industries. This certificate will provide the essential knowledge needed for logistics, transportation and distribution. Learn how to reduce cost, elevate new ideas and impact the bottom line.

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

For more about our business offerings, visit https://www.gvltec.edu/EDCT/business_leadership/.

Environmental, Occupational Health and Safety Training

Managing environmental, occupational health and safety concerns is not just a compliance issue – it can have a huge impact on profitability and sustainability. Our Environmental, Occupational Health and Safety training courses provide a wide range of learning opportunities – from the entry-level worker who wants a fresh start for a new career to seasoned professionals who need to maintain their certification or seek to expand their service capabilities. From American Heart Association CPR/First Aid courses to customized safety training for local manufacturers, our cross-sector offerings address a wide variety of environmental and safety concerns. Program areas include CPR and First Aid, Safety, Hazardous Material (including Asbestos and Lead certifications), Industrial Fire Brigade, HVAC Refrigerant Certification, Indoor Air Quality and Mold
Industrial, Manufacturing and Trades Training
Our state-of-the-art classrooms and labs allow hands-on-training opportunities through a number of short-term job training courses, with both day and evening class availability. Courses and programs in Industrial, Manufacturing and Trades are well suited for individuals who enjoy working in fields such as construction, electrical, industrial maintenance, manufacturing, transportation and logistics.

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

For more about our skilled trades training options, visit https://www.gvltec.edu/EDCT/industrial_manufacturing/.

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

Changes in health care reimbursement have necessitated specific training for the health care worker in the medical office and physician practices. Certification in medical coding is offered.

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

For more about our health care options, visit https://www.gvltec.edu/EDCT/health/.

Personal and Professional Enrichment
Personal and Professional Enrichment programs and courses encompass a wide and ever-changing variety of subjects. You will not only learn an actual skill through hands-on experience but also how to market that skill! Content areas include languages and writing, photography, defensive driving, motorcycle safety, wedding planning, floral design, tax preparation, as well as special interest and many online class options. State-approved, pre-licensing courses for real estate sales and property management are offered each semester.

For more about our “Quick Jobs” training options, visit https://www.gvltec.edu/EDCT/quick-jobs/.

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

For more enrichment options, visit https://www.gvltec.edu/EDCT/personal-professional-enrichment/.

Academic Policies

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

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

Specific circumstances are required:

- Students may submit an application for Academic Forgiveness for any semester completed five years prior to the date of the written application.
- No more than 12 credit hours may be forgiven.
- A student may petition for Academic Forgiveness only one time during his or her academic career at Greenville Technical College.
Academic Forgiveness includes all D, F and W grades completed during the relevant terms.
Forgiven courses do not count toward total credit hours, cumulative grade point average or the completion of any certificate, diploma or associate degree.
Students may not petition to exclude any course grade that has already counted toward an earned certificate, diploma or associate degree.
Students may not transfer excluded courses to another institution for credit.
Once Academic Forgiveness is granted, a student may not reverse the process.
Student Records will maintain a copy of the Academic Forgiveness application in the student's permanent record.
Excluded courses and grades will appear on the student's transcript but will be designated with a strikethrough (X) on the course information and grades.
State and federal policies related to the determination of scholarships, student financial aid or other matters associated with student cumulative grade point average or attempted credit hours supersede this local policy.

**Academic Integrity Policy**

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

**Cheating** includes, but is not limited to, the following actions:
- Copying from another student's test or any other assigned work.
- Using unauthorized materials or equipment during a test or assignment.
- Collaborating with any other person on any academic work without permission.
- Knowingly obtaining, using, buying, selling, transporting or soliciting, in whole or in part, the contents of a test or other assigned work.
- Posting or allowing others to post parts or all of tests or graded assignments electronically so that others may view them.
- Bribery or coercing any other person to obtain tests or information about a test or other assigned work.
- Substituting for another student or permitting any other person to substitute for oneself.
- Cooperating or aiding in any of the above for any other person or oneself.

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

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

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

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

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

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

**Academic Misconduct Procedure**

An instructor having reason to believe that a student has committed an act of academic misconduct shall gather information and materials supporting the misconduct and complete the Academic Misconduct Referral Form (AMRF). Absent extenuating circumstances, the instructor shall communicate with the student within 5 working days of learning of the academic misconduct to present the allegation and give the student an opportunity to refute it. When possible, the instructor's supervisor shall attend the meeting as a witness. During the meeting, the student is expected to sign and date the AMRF. If the instructor concludes the charge is valid, (s)he will recommend a sanction and forward the AMRF and supporting documentation to the student and the academic dean within 2 working days after the student meeting or discussion.

The instructor may recommend one or more of the following sanctions:

1. Assign a lower grade to the work;
2. Require the student to repeat or resubmit the work;
3. Assign a failing grade for the course; and/or
4. Require the student to withdraw from the course;

A student who commits academic misconduct, but is not enrolled in the course where the work is assigned, may be charged with student misconduct, which will be referred to the dean of students in accordance with Student Misconduct procedures.

The academic dean will review the AMRF, as well as any college records of other misconduct, and either:

1. Affirm the misconduct and the sanction;
2. Affirm the misconduct, but change the sanction; or
3. Disagree with the finding of misconduct and the sanction.

The dean may impose higher sanctions, including suspension and expulsion if deemed appropriate for repeated or persistent acts of academic misconduct at the college. The dean will forward the finalized
AMRF by certified mail to the student and copies to the instructor and chief academic officer within 5 working days from receipt of the form, absent extenuating circumstances.

The student may appeal the decision of the dean within 5 working days of notice by sending an email to the chief academic officer using his or her Greenville Technical College email.

If the misconduct is appealed, the chief academic officer will appoint a dean not involved in the underlying decision as the “hearing officer.” The hearing officer will handle the appeal and convene a hearing panel with 2 faculty members (who shall not be from the program where the conduct occurred). The hearing shall be held within 10 working days of the student’s request for appeal, absent extenuating circumstances. All parties will be given 5 working days’ notice of the hearing.

The hearing will be closed to everyone except the parties and any relevant witnesses. The student may bring one other person into the hearing, but that person will not be allowed to address the hearing panel. Witnesses will come into the hearing room one at a time. The panel may record the hearing but not the deliberations. No one other than the panel may take notes, record or be given access to notes or recordings. The panel will use the standard of “clear and convincing,” which means that the information presented shows that it is highly probable that the violation(s) occurred. The panel will make its decision by a majority vote for both violations and sanctions. The hearing officer will send a decision by certified mail to the student, with a copy to the instructor and chief academic officer within 2 working days of the hearing.

The decision of the hearing panel is final and not subject to further review.

Whenever practical and reasonable, the student should be allowed to remain in class until the process is completed.

Copyright and Intellectual Property Rights

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

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

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

Academic Standing

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

Academic Status will be determined as follows:

- **Good Standing** — A student who ends a semester with a cumulative GPA of 2.0 or higher is considered in Good Standing.
- **Academic Notice** — A student whose cumulative GPA falls below 2.0 will be placed on Academic Notice. It is highly recommended that a student on Academic Notice meet with a success coach who will assist the student in identifying and implementing successful practices.
- **Academic Alert** — A student who is on Academic Notice but fails to earn a cumulative 2.0 GPA for the next enrolled semester will be placed on Academic Alert. These students will be required to contact their assigned advisor to register for classes. The college recommends that Academic Alert students take no more than 9 credit hours. A student’s success coach will continue to assist in identifying and implementing successful practices.
- **Academic Recovery** — A student who is on Academic Alert but fails to earn a cumulative 2.0 GPA for the next enrolled semester will have two success options:
  1. The student may decide to register for classes with the help of the Center for Student Advocacy. The college recommends that Academic Recovery students take no more than 8 credit hours. The student’s success coach will continue to assist in identifying and implementing successful practices. or
  2. The student may decide to take the semester off. The student will be invited to an exit interview with the Center for Student Advocacy where a plan will be developed to help the student remain engaged with the college during the semester off and to help the student reenter when ready.
- **Academic Suspension** — A student who is on Academic Recovery but fails to earn a cumulative 2.0 GPA for the next enrolled semester will be suspended from the college and will not be allowed to enroll for the next semester. The student will be invited to an exit interview with the Center for Student Advocacy where a plan will be developed to help the student remain engaged with the college during the semester off and to help the student reenter when ready. Upon return to the college, the student will be required to meet with the Center for Student Advocacy.

Attendance Policies

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

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

Administrative removal from a course:
- If a student preregisters for a course but subsequently does not meet the prerequisite for the course, the college will delete the course from the student's schedule and notify the student of the change via official email address.
- If a student registers for a course but fails to pay requisite tuition and fees by the deadline set by the college, the college will delete the course from the student's schedule and notify the student of the change via official college email address.

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

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

With the approval of the chief academic officer, individual departments may set attendance requirements that are more stringent than those stated above if they are required by accreditation bodies or other similar oversight. Those requirements must be published in the course syllabus. It is the student's responsibility to be aware of the course attendance policy.

Note: Drops and/or withdrawals may affect the full-time or part-time enrollment status of a student including, but not limited to, VA and other financial aid benefits, as well as eligibility for residence in GTC Foundation Student Housing.

Auditing a Course
A student who wants to enroll in a college credit course but who does not wish to earn academic credit may register as an auditor. Audit status must be declared at the time of registration or during the add/drop period. Audit students must meet all course co-requisites and prerequisites unless the assigned instructor has provided written consent to waive them. No credit is awarded for audited courses. Audited courses may not be used to fulfill prerequisite requirements for any course or program. A student may audit no more than 12 credit hours per semester.

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

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

Maximum Credit Hours
A student is considered full-time when registered for at least 12 credit hours during a fall, spring or summer semester. A student must petition the division/school dean to register for more than 18 credit hours during the fall or spring semester or for more than 15 credit hours during the summer semester. A student's academic status may influence the maximum allowable credit hours a student may take.

Changes to Program Requirements
Course substitutions and waivers must be approved by the student's program academic program director.
Dropping, Adding and Withdrawing from Courses

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

Students should not assume that they will be administratively withdrawn if they stop attending classes. It is the student’s responsibility to complete the process to withdraw from a course or courses prior to the published withdrawal deadline. Students may withdraw from any or all courses either electronically or through the Office of Student Records. Some students such as transient and career development students must complete the withdrawal process through the Office of Student Records. Any hold on a student’s account (due to fines owed or similar obligations to the college) will prevent a student from withdrawing electronically.

The dates for add, drop and withdrawal are tied to the particular session code and class section number as well as the start and end dates for a course. For example, a student who withdraws from a first session course and adds a second session course will incur tuition charges for the second session course.

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

Grade Point Average

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

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

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

Grading Scale

The following grades are used in calculating Grade Point Averages:

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

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

Other Grades Used

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

**I** – Incomplete; indicates some work is incomplete in a course. The student is responsible for completing all unfinished course work no later than one week prior to the beginning of final exams in the next semester or earlier as required by the course instructor. The student cannot re-enroll in the class until the "I" has been replaced with a letter grade. The "I" will be changed to an F if all work is not completed satisfactorily by the assigned deadline. "I" does not affect grade calculations and earns no credit hours. Note: An incomplete does affect student financial aid.

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

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

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

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

**S** – Satisfactory completion of modules/courses in some health science courses.

**S0** – Satisfactory completion through emporium, self-paced learning of the MAT 100 transitional studies course; earns credit, not used in GPA.

**S1** – Satisfactory completion through emporium, self-paced learning of the MAT 031 transitional studies course; earns credit, not used in GPA.

**S2** – Satisfactory completion through emporium, self-paced learning of the MAT 032 transitional studies course; earns credit, not used in GPA.

**S3** – Satisfactory completion through emporium, self-paced learning of the MAT 101 transitional studies course; earns credit, not used in GPA.

**S4** – Satisfactory completion through emporium, self-paced learning of the MAT 102 transitional studies course; earns credit, not used in GPA.

**S5** – Satisfactory completion through emporium, self-paced learning of the MAT 105 transitional studies course; earns credit, not used in GPA.

**TR** – Transfer; given for certain equivalent Greenville Tech credits earned at other colleges, universities or technical colleges with a grade of C or higher. All TR grades must be supported by an official transcript of record from an accredited post-secondary institution.

**U** – Unsatisfactory progress in transitional studies course; earns no credits, not used in GPA.

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

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

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

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

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

Transfer Credit

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

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

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

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

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

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

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

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

To meet graduation requirements for a program at GTC, students must earn at least 25% of the total credit hours of their program of study through courses taken at GTC. Transfer credit will not count toward the 25%.

The 2-5 Transfer of Credit policy and procedures may be found on the college website.

Credit from Prior Learning Assessment (PLA)

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

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

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

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

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

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

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

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

EE — Exemption earned through Examination — Upon written petition from a currently enrolled student, the college may award credit by examination, if evidence demonstrates special aptitude or knowledge on the part of the petitioner. Subject to prior written approval of the department head, academic program director or PLA evaluator, a student may complete an examination administered by an assigned exam proctor.

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

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

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

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

**EM – Exemption earned through Military Experience**  
Currently enrolled students may request course exemption based upon military experience by submitting a written petition for consideration to the appropriate department head, academic program director or PLA evaluator. Experiences in the field in which a degree is being pursued by submitting a written petition for consideration to the appropriate department head, academic program director or PLA evaluator. This type of prior learning assessment may only be attempted one time.

Important:  
Students may only earn two P/NP grades in college-level courses and one P/NP grade for transitional studies (developmental) course per semester. Students may not use the P/NP option for concentration courses in career, military or volunteer service equivalent to the course outcomes for which credit is being sought. The college will charge a fee as stated on https://www.gvltec.edu and the Student Application for PLA form for exemption earned through portfolio review.

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

**Course Pass/Non-Pass Option**

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

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

Students may apply to receive a pass/non-pass grade, recorded as P (equivalent to a grade of C or higher) or NP (equivalent to a grade of D or F), for no more than two (2) college-level courses and one transitional studies (developmental) course throughout their entire undergraduate curriculum at Greenville Technical College. However, due to the extraordinary circumstances relating to the COVID-19 pandemic, spring 2020 courses in which a grade of P or NP was recorded will not count toward the two-course limit.

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

- Students must elect the P/NP option no later than the last day of the course prior to the final exam. The last day of the course will be published in each course syllabus. It is NOT the end date listed on the course schedule on the college's website.
- Students may only earn two P/NP grades in college-level courses and one P/NP grade for transitional studies (developmental) course per transcript.
- A grade of P/NP will not be computed in the student's grade point average and credit will only be given for courses for which a P grade is earned.
- A grade of P will be considered a grade of C for those students applying to weighted admission programs within the School of Health Sciences.
- Students may not use the P/NP option for concentration courses in their program of study. For example, a course with the NUR prefix is not eligible for students in the nursing program.
- While on Academic Recovery, students are not eligible to apply for the P/NP option.
- Some scholarship criteria and honorary societies do not accept this grading system and may not accept the coursework.
- It is the student's responsibility to investigate the implications of a course with a P/NP grade in their program of study and for transfer to other academic institutions. The GTC transcript will indicate that...

**EO – Exemption earned through Articulation with Noncredit Coursework**  
Some noncredit course work is eligible to transfer as academic credit. Currently enrolled students may request this credit by submitting a written petition for consideration to the appropriate department head, academic program director or PLA evaluator.

**EO – Exemption earned through International Baccalaureate (IB) examination**  
The college recognizes the quality of Advanced Placement (AP) examinations and will accept exemption credit for a score of 3, 4 or 5 on AP examinations. Credits awarded may vary according to subject area. Specific details may be obtained from the appropriate department head, academic program director or PLA evaluator.

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

**EP – Exemption earned through Portfolio**  
Currently enrolled students may request exemption credits through documented work or life experiences in the field in which a degree is being pursued by submitting a written petition to the appropriate department head, academic program director or PLA evaluator. This type of prior learning assessment may be used when exemption credit is not feasible through other means.

As defined by the academic program, this requires submission of a compilation of documentation (i.e. portfolio) that demonstrates learned competencies, expertise and knowledge from career, military or volunteer...
a grade of P is equivalent to a grade of C or higher, which is often accepted by 4-year institutions.

- This option is not available to students enrolled in courses in which dual credit (credit for both high school and college) is awarded.
- This option is not available for ESL (English as a Second Language) courses.

**Grade Appeals**

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

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

**Step 1.** The student first appeals a final grade to the department head. The appeal must be written and submitted no later than 15 calendar days from the start of the following term. The department head will respond in writing within seven calendar days.

**Step 2.** If the appeal is not resolved at Step 1, the student may appeal to the applicable division/school dean. The student must submit a written statement, along with any documentation that he/she wishes considered, within seven calendar days after receipt of notification from the department head.

**Step 3.** The division/school dean will respond with a decision in writing to the student and department head within seven calendar days.

**Step 4.** If the appeal is not resolved in Step 3, the student may appeal to the vice president of learning & workforce development. This appeal must be written and submitted, along with any documentation to be considered, within seven calendar days after receipt of notification from Step 3. The vice president of learning & workforce development will review the appeal and determine further steps to be taken.

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

**Repeating a Course**

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

Regardless of the number of attempts made, students may receive federal financial aid for no more than 30 attempted hours of developmental/transitional courses.

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

**Withdrawal from the College**

Any student who finds it necessary to withdraw from all courses must complete one of the following options to withdraw officially.

**Option 1:**

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

**Option 2:**

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

**Option 3:**

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

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

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

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

**Student Options**

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

- Withdraw from all courses. Refunds are made according to the college’s refund policy.

**Note:** Students receiving financial aid will be subject to the refund policies as provided for by the agency or agencies sponsoring the aid.
If financial aid funds have been disbursed to the student, the student must meet with a financial aid advisor.

- Receive a military incomplete ("MI") in the course(s) in which they are enrolled.
- Maintain his or her class schedule with prior notification and a copy of military orders before deployment. A Military Orders ("MO") attendance designation will be used for this student during his or her absence.

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

**Request for a Withdrawal**

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

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

**Request for an Incomplete**

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

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

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

**Student’s Role and Participation in Institutional Decision-Making**

The college welcomes student input into the institutional decision-making process and recognizes the student’s right to have direct contact with institutional officers and other administrative personnel for the purpose of making his or her viewpoints and opinions known. In addition, the college encourages student membership on college committees.

Some of the means through which students may have input into the decision-making process are as follows:

**The Student Government Association**

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

**Representation on Committees**

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

**Participation in Surveys**

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

**Direct Contact with College Personnel**

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

**Student Dress & Conduct**

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

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

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

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

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

**Graduation Requirements**

**Catalog Applicability**

To graduate, students must fulfill program requirements for associate degrees, certificates and diplomas as published in the applicable catalog.
If a student has had continuous enrollment at Greenville Technical College, he/she may either
- fulfill all of the program requirements listed in the catalog at the time of entrance into the college or
- fulfill all the program curriculum requirements listed in any subsequent catalog in effect while he/she is enrolled.

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

**Graduation Eligibility**

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

1. The required number of hours in the student's curriculum has been satisfactorily completed.
2. Students must be currently active in all bachelor or associate degree, diploma or certificate programs from which they plan to be graduated. For all degree, diploma and certificate programs, complete all program course requirements in the applicable catalog and complete a minimum of 25 percent of the total hours required in the program through instruction at Greenville Technical College. Exemption credit will not count toward the 25 percent.  
3. A grade point average of at least 2.0 has been maintained in all college work presented to fulfill the curriculum program requirements.
4. Minimum general education credits of 9 hours for diploma programs, 15 hours for associate degree programs and 30 hours for bachelor degree programs. These requirements only outline minimum requirements for each credential. Requirements vary for each program of study. Refer to the program listings in the catalog for specific program requirements.
   a. For diploma programs, a minimum of one course in the areas of English communications, humanities/fine arts 2 and mathematics to equal a minimum of 9 hours.
   b. For associate degree programs, a total of 15 hours to include at least one course from each of the following areas:
      - humanities/fine arts 2
      - social/behavioral sciences
      - natural sciences/mathematics
   c. For bachelor degree programs, a total of 30 hours to include at least one course from each of the following areas:
      - humanities/fine arts 2
      - social/behavioral sciences
      - natural sciences/mathematics
5. Students who re-enroll in the college after an absence of 12 consecutive months or more, and who are seeking an associate degree, diploma or certificate, must meet the graduation requirements as stated in the handbook and catalog, which is in effect at the time of re-enrollment.
6. In the event that the published description or course content of a required course or approved elective changes significantly after a student's initial enrollment and before graduation, a student may be required by his/her department head to repeat the course to meet graduation requirements even though the course number does not change.

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1. The only exception will be for Nursing students who have completed NUR 201 Transition Nursing and competency exams administered by the Nursing Department at Greenville Technical College.
2. Note: If a foreign language is chosen, the course must be at the 102 level or higher to satisfy this humanities/fine arts requirement.

**Commencement Ceremonies**

Commencement ceremonies are held in May and December. For a candidate to participate in the commencement ceremony, a Commencement Participation Application must be submitted and candidates must have met all of the above graduation eligibility requirements. Candidates who complete their requirements at the end of the summer or fall semesters will be eligible to participate in the December commencement ceremony. Candidates who complete their requirements at the end of the spring semester will be eligible to participate in the May commencement ceremony.

There is a $45 commencement ceremony fee that covers the cost of the cap and gown. Students are emailed important information about the commencement ceremony through their student email. Students will receive their award(s) during the commencement ceremony. Students who choose not to participate in the ceremony will be sent a notice via mail explaining when to pick up their award(s) at the Enrollment Services Office. If a student does not wish to participate in the commencement ceremony and wishes to have the award(s) mailed, a mailing and handling fee must be paid at the Business Office and then contact Student Records at studentrecords@gvltec.edu.

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

**Awards & Distinctions**

**The Honor Roll**

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

**The Honor Roll with Distinction**

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

**The Dean's List**

All students who earn a minimum of 12 semester credit hours in 100-level courses and above, and who achieve a minimum grade point average of 3.4 (with no grade lower than “C”), will be placed on the Dean's List. All part-time students who earn a minimum of 6-11 semester credit hours in 100-level courses and above, and who achieve a minimum grade point average of 3.4 (with no grade lower than “C”), will also be placed on the Dean's List.
The President’s List
All students who earn within a semester a minimum of 12 semester credit hours in 100-level courses and above, and who achieve a grade point average of 4.0, will be placed on the President’s list.

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

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

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

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

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

The GTC Police Department is the law enforcement agency for all campuses and associated GTC properties and provides 24-hour coverage 365 days a year. Communication is maintained by telephone and/or radio. Escorts to parking lots are available upon request.

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

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

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

Students and others are encouraged to report immediately and accurately all criminal actions and other emergencies. Everyone is also encouraged to file a police report for all criminal activities and police matters. Please contact dispatch by dialing 911. Fire and medical emergencies should also be reported by dialing 911. Greenville E911 now provides dispatch services for GTC Police. Whenever such reporting is not possible or practical, students and others are encouraged to go to the nearest office and request that the GTC Police Department be contacted. GTC employees who receive reports of a crime having been committed on campus are to contact the GTC Police Department immediately.

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

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

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

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

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

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

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

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

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

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

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

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

A copy of the Alcohol and Other Drug Use policy is available in the office of the dean of students.

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

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

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

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

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

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

Parking Decals
Student and Faculty/Staff decals are distributed by the GTC Police Department. On the Barton Campus, decals are available from the I.D. Office located on the Barton Campus in GTC Police Headquarters, Engineering Technologies Building 103, Room 123. For more information, including office hours, visit our web page at https://www.gvltec.edu/studentID/ or call the I.D. Office at (864) 236-6435 (x6435). On the Brashier, Benson and Northwest campuses, decals are available from the Public Safety Officer on duty at each campus.
Note: Student Housing decals are available at the Barton Campus Photo I.D. Office only, located in Police Headquarters, Building 103, Room 123. Proof of residency is required. Student Housing decals are required for overnight parking beyond the Public Safety Check Point. Student Housing decals are valid for white line spaces only on all campuses.

Student Decals – White Line space only
You will need

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

Faculty/Staff Decals – Green or white line spaces
You will need

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

The decal must be placed on the outside of the vehicle, clean rear window, left (driver’s) side, at the bottom. Exceptions to this rule are the following:

• Convertibles and trucks with removable covers: The decal can be placed on the front windshield.
• Motorcycles: Place the decal in a visible location, such as the front fork, fender, data plate area, windshield, etc.

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

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

Campus Pointe at Greenville Technical College Student Housing Parking
Greenville Tech Foundation Student Housing (D/B/A Campus Pointe at Greenville Tech) Parking Decals are required for parking within the controlled area beyond the Check Point at Campus Pointe. These decals are good on all campuses; an additional student decal is not required. Student Housing Decals are available only at the ID Office located at Campus Police Headquarters, Engineering Technologies Building 103, Room 123. Temporary permits for residents are available from any Campus Police Office. These permits are not valid within the controlled area of GTF Student Housing, only for parking in the visitor’s parking area, Lot F.

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

New vehicles with paper tags are required to obtain a temporary permit from GTC Police in order to park overnight.

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

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

4. Parking Violations

<table>
<thead>
<tr>
<th>Violations</th>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Blocking a fire hydrant</td>
<td>$100.00</td>
</tr>
<tr>
<td>B. Unauthorized parking in a Disability space (blue lines)</td>
<td>$100.00</td>
</tr>
<tr>
<td>C. Unauthorized parking in a Faculty/Staff space (green lines)</td>
<td>$50.00</td>
</tr>
<tr>
<td>D. Double Parking</td>
<td>$50.00</td>
</tr>
<tr>
<td>E. Backing in or driving through a parking space</td>
<td>$15.00</td>
</tr>
<tr>
<td>F. Parking in a manner that obstructs a sidewalk, crosswalk or roadway</td>
<td>$50.00</td>
</tr>
<tr>
<td>G. Parking in a roadway, driveway or on a sidewalk</td>
<td>$50.00</td>
</tr>
<tr>
<td>H. Parking in an area not designated as a parking space</td>
<td>$50.00</td>
</tr>
<tr>
<td>I. Parking in a designated no parking zone (sign, markings or yellow curb)</td>
<td>$50.00</td>
</tr>
<tr>
<td>J. Parking in a closed-off area, marked by cones, barricades or tape</td>
<td>$50.00</td>
</tr>
<tr>
<td>K. Parking in a service area or service vehicles pace, at a loading dock or on a service road or driveway</td>
<td>$50.00</td>
</tr>
<tr>
<td>L. Parking out of lines</td>
<td>$15.00</td>
</tr>
<tr>
<td>M. Parking overnight without authorization</td>
<td>$15.00</td>
</tr>
<tr>
<td>N. Parking against the flow of traffic</td>
<td>$15.00</td>
</tr>
<tr>
<td>O. Parking in spaces designated for carpool/fuel-efficient vehicles only</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

5. Vehicle Violations

<table>
<thead>
<tr>
<th>Violations</th>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Failure to display current parking decal or temporary permit</td>
<td>$25.00</td>
</tr>
<tr>
<td>B. Improper display of decal (not permanently affixed)</td>
<td>$25.00</td>
</tr>
<tr>
<td>C. Larceny (theft) of parking decal</td>
<td>$100.00</td>
</tr>
<tr>
<td>D. Misuse of decal or temporary permit (transferring from one vehicle to another)</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

6. Moving Violations

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

<table>
<thead>
<tr>
<th>Violations</th>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Running a stop sign</td>
<td>$100.00</td>
</tr>
<tr>
<td>B. Failure to yield right of way</td>
<td>$100.00</td>
</tr>
<tr>
<td>C. Speeding</td>
<td>$50.00</td>
</tr>
<tr>
<td>D. Reckless driving</td>
<td>$100.00</td>
</tr>
<tr>
<td>E. Driving too fast for conditions</td>
<td>$50.00</td>
</tr>
<tr>
<td>F. Violation of one-way street</td>
<td>$50.00</td>
</tr>
</tbody>
</table>
G. Driving in areas of the campus which have been closed by barricades, signs, yellow lines or other traffic control devices 50.00
H. Failure to yield to pedestrians 50.00
I. Vehicular traffic off roadway 50.00
J. Passing a moving vehicle 50.00
K. Failure to stop for an officer 100.00
L. Operating an unsafe vehicle 50.00

7. Additional Fines

<table>
<thead>
<tr>
<th>Violations</th>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Littering</td>
<td>$50.00</td>
</tr>
<tr>
<td>B. Failure to show or surrender I.D.</td>
<td>15.00</td>
</tr>
<tr>
<td>C. Noise Violation</td>
<td>50.00</td>
</tr>
<tr>
<td>D. Violation of GTC Tobacco Policy - First Offense</td>
<td>25.00</td>
</tr>
<tr>
<td>E. Violation of GTC Tobacco Policy - Second Offense</td>
<td>50.00</td>
</tr>
</tbody>
</table>

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

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

Settlement of Fines or Penalties

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

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

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

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

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

Pricing for Persons with Disabilities

Handicapped parking spaces are available only to those displaying a valid state disabled placard or vehicle tag. Campus officials, by law, cannot issue handicap decals. Placards and tags can only be obtained in South Carolina through the Department of Motor Vehicles (SCDMV) or from the DMV in your home state. For more information and an application, visit this URL: http://www.scdmvonline.com/Vehicle-Owners/Disabled-Parking-Placards.

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

Skateboards and Wheeled Conveyances

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

Emergency Assistance

Persons who encounter problems in the parking lots such as a stalled vehicle or keys locked in a vehicle may request assistance by contacting the GTC Police Department at (864) 250-8001.

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

Accident Reporting Procedures/Accident Insurance

In the event that an accident — personal or vehicular — occurs on campus, it should be reported immediately to the GTC Police Department by dialing 911.

The college maintains an accident insurance policy on all students. There is a $25 deductible that applies to student insurance claims. The student is responsible for paying at least $25 to the attending physician or hospital. Claims will be considered for a period of one year from the date of the accident. Students should contact the administrative assistant to the Dean of Students, Beattie E. Huff Student Center 105, Suite 201, (864) 250-8102 for assistance with insurance claims. Accidents that are not reported properly may not be covered by student insurance.

Student Identification Cards

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

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

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

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

- GTC Police Headquarters: Engineering Technologies Building 103, Room 123, Phone (864) 236-6435 (x6435).
- Brasher Campus: George E. Bomar Building 201 Rotunda, Phone (864) 250-4135 (x4135).
- Benson Campus: Jim and Evelyn Benson Center Building 301, main entrance, Phone (864) 250-3027 (x3027).

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

Privacy of Student Educational Records

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

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

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

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

What is not included in an education record?
Records not covered under FERPA include:

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

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

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

When can personally identifiable information be disclosed from an education record?
With specific exceptions (listed below), written consent must be signed, dated and provided by the student before any disclosure is made. The consent must specify the records that may be disclosed, state the purpose of disclosure and identify the party or class of parties to whom
the disclosure may be made. The written consent applies until the student revokes the request.

What is “personally identifiable information”?

Personally identifiable information includes:

- The student’s name.
- The name of the student’s parent or other family members.
- The address of the student or student’s family.
- A personal identifier, such as a social security number or student number.
- A list of personal characteristics that would make the student’s identity easily traceable.

Information to military recruiters

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

Questions regarding Greenville Technical College’s compliance with FERPA can be directed to the Registrar in the Student Records Office.

Student Center Operational Policies

(This policy is subject to change due to construction-related activities which may occur within the next 24 months) The Greenville Tech Student Center is open during the following hours (subject to change with advance notice).

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

Special Activities in the Student Center

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

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

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

Third Priority: Non-Greenville Tech clubs, organizations and groups. Scheduling must be done by a faculty or staff member through the dean of students.

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

Bulletin Boards

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

On-Campus Selling

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

Closings/Inclement Weather Policy

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

Telephone/Copy Machine/Computer Availabilities

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

Cell Phone Policy

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

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

Beyond the basic college policy stated herein, departments or faculty members, at their discretion, may formulate more restrictive policies related to personal electronic devices as long as these policies do not prevent emergency messages sent by the college from being received. This provision is intended to provide and maintain a classroom environment that is conducive to learning and respectful of others. Any additional policies must be stated in the course syllabi and may include penalties for student violations.

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

Miscellaneous Regulations

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

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

Firearms are strictly prohibited at all times.

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

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

Tobacco-Free Policy

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

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

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

Defined locations/areas:

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

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

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

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

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

This policy will be available and distributed to all students and employees and referenced in appropriate publications such as handbooks, catalogs and manuals.

GTC will make tobacco cessation program information and other resources available for any student or employee interested in personal tobacco cessation.

All students should encourage compliance whenever possible. The GTC Police Department has sole authority to fine individuals for violations of this policy. Applicable fines:

• First offense-$25
• Second offense-$50
• Students of the college who are determined to be in violation of this procedure are subject to disciplinary action in accordance with the Student Code of Conduct.

Center for Manufacturing Innovation Tobacco Use Policy

Tobacco use is prohibited in all locations/areas of the Center for Manufacturing Innovation at all times. These procedures are applicable to all college-owned or leased buildings at the Center for Manufacturing Innovation Campus (CMI), and includes, but not limited to, areas such as:

• offices, classrooms, laboratories, meeting rooms, restrooms, lobbies, lounges, cafeterias, hallways, stairwells, elevators, building entrances, etc.;
• balconies, decks, patios and outside stairways to buildings and outdoor passageways to entrances;
• buildings on land for use by the college;
• sidewalks parking lots, athletic venues, common areas and any and all land for use by CMI including “green spaces.”

The sale or distribution of tobacco products is prohibited. This includes all clubs or organizations supported or endorsed by GTC. GTC organizations are prohibited from accepting money or gifts from tobacco companies or from distributing free, reduced price or fully priced products including any promotional products. Any tobacco advertising to include
posters, flyers, electronic media or any other form is prohibited. GTC will make tobacco cessation program information and other resources available for any student or employee interested in personal tobacco cessation.

### Applicable fines (as referenced in policy)

<table>
<thead>
<tr>
<th>Violations</th>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>$25.00</td>
</tr>
<tr>
<td>Second Offense</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Employees of the college who are determined to be in violation of this policy and/or procedure are subject to disciplinary action in accordance with the State Board for Technical and Comprehensive Education 8-5-100.1 Procedure.

### Computing Facilities Use Policy

#### General
- Computing facilities are provided to support the mission of the college.
- Student access to computing facilities is provided only for uses associated with a course of study and activities related to that course.
- The use of computing facilities for non-college related purposes is prohibited.
- All who use computing facilities agree to do so in a manner that is ethical, legal and does not interfere with others.
- Students' children are not allowed in computer labs or classrooms, nor are they allowed to be left unattended on campus.
- Food and drinks are prohibited in computer labs and classrooms.

#### Specific Prohibitions Regarding the Use of Computing Facilities
- Students may use only those facilities which have been properly authorized for their use. Students may not make their passwords available to others, use an account set up for another person or attempt to discover the password of another person.
- Students are issued a GTC email account for use with college communication (example: username@my.gvltec.edu). The email account will be provided while the individual is an active student.
- Students must be aware of, and adhere to, the laws related to software copyrights and licensing. Software may not be copied without the express permission of the copyright holder.
- Students may not copy or attempt to copy information belonging to another person without that person's expressed permission.
- Students may not attempt to interfere with the operation of, or attempt to circumvent the security of, any of the college's computing facilities.
- Students may not use the college's computing facilities to send, receive or access material that is deemed to be obscene, offensive or harassing to others. The college reserves the right to determine if a particular source of information may contain such information and to restrict or deny access to such sources at its discretion.

### Other
- The college makes computing facilities consisting of hardware and software available to internal and external users. The college accepts no responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities or for any consequential loss or damage. The college makes no warranty, expressed or implied, regarding the computing services offered or their fitness for any particular purpose. The college's liability in the event of any loss or damage shall be limited to these fees and charges paid to the college for the use of computing facilities which resulted in the loss or damage.
- The college provides no facilities which guarantee the confidentiality of files. The computer systems administrator and his/her designee may have the ability to view all messages and files of any user. It is not the routine practice of the administrator to view such files; however, privacy cannot be guaranteed.
- Different computer labs may have different regulations concerning their use. Example: signing in and out may be required in some labs. Students who use a computer lab must learn and adhere to the regulations of that lab.

This policy governs student use of college computing facilities. The terms “computing facilities” and “facilities” are used herein to include any terminal, computer, printer, network component or other related resource belonging to or provided by the college. This policy is applicable regardless of whether the use of a facility originates at the college, at a student’s residence or at any other location. A violation of this policy constitutes a violation of the Student Code for South Carolina Technical Colleges and may result in progressive disciplinary action up to and including expulsion from the college.

### Student Code

#### General Provisions

I. **Purpose**

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

The code applies to all students from the time of applying for admission through the awarding of a degree, diploma or certificate.

II. **Principles**

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

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

When it has been determined that a student violated a federal, state or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college.
When a student’s alleged violation of the law, whether occurring on-campus or off-campus, may adversely affect the college’s pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

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

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

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

IV. Definitions
When used in this document, unless the content requires other meaning,

A. “College” means any college in the South Carolina Technical College System.

B. “President” means the chief executive officer of the college.

C. “Administrative officer” means anyone designated at the college as being on the administrative staff such as president, vice president, dean of students or student services, chief academic officer, dean of instruction or business manager.

D. “Chief student services officer” means the administrative officer at the college who has overall management responsibility for student services or his/her designee.

E. “Chief academic officer” means the administrative officer at the college who has overall management responsibility for academic programs and services or his/her designee.

F. “Student” means a person taking any course(s), credit or non-credit, offered by the college.

G. “Instructor” means any person employed by the college to conduct classes.

H. “Staff” means any person employed by the college for reasons other than conducting classes.

I. “SGA” means the Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college’s administration or in the college’s governance system.

J. “Campus” means any place where the college conducts or sponsors educational, public service or research activities.

K. “Violation of law” means a violation of a law of the United States or any law or ordinance of a state or political subdivision that has jurisdiction over the place in which the violation occurs.

L. “Instructional weekday” means any day except Saturday, Sunday or any other day on which the college is closed.

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Student Code

I. Student Rights

A. Freedom from Discrimination – There shall be no discrimination in any respect by the college against a student or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.

B. Freedom of Speech and Assembly – Students shall have the right to freedom of speech and assembly without prior restraint or censorship subject to clearly stated, reasonable and nondiscriminatory rules and regulations regarding time, place and manner developed and approved by the college. In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

C. Freedom of the Press – In official student publications, students are entitled to the constitutional right to freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

D. Freedom from Unreasonable Searches and Seizures – Students are entitled to the constitutional right to be secure in their persons, dwellings, papers and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

E. Right to Participate in College Governance – Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college’s area commission.

F. Right to Know Academic and Grading Standards – Instructors will develop, distribute, explain and follow the standards that will be used in evaluating student assignments and determining student grades. Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic conduct.

G. Right to Privacy – Information about individual student views, beliefs and political associations acquired by instructors, counselors or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

H. Right to Confidentiality of Student Records – All official student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial and (7) veterans affairs. In addition, disciplinary records are maintained by the chief student services officer. Student education records will be maintained and administered in accordance with the Family Educational Rights and Privacy Act of
Student Code

1974, the guidelines for the implementation of this act and other applicable federal and state statutes and regulations.

I. Right to Due Process – At a minimum, any student charged with misconduct under this code is guaranteed the following: 
1) the right to receive adequate notice of the charge(s), 2) the right to see and/or hear information and evidence relating to the charge(s) and 3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this code.

II. Student Responsibilities
A. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others and that is compatible with the college’s educational mission.
B. Students are expected to comply with all of the college’s duly established rules and regulations regarding student behavior while on campus, while participating in off-campus college-sponsored activities and while participating in off-campus clinical, field, internship or in-service experiences.
C. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student’s behavior disrupts class or jeopardizes the health, safety or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period. Further disruption(s) by the student may result in a second dismissal and a written referral to the chief student services officer. This written referral may result in the initiation of disciplinary action against the student.

III. Student Conduct Regulations
The following list identifies violations for which students may be subject to disciplinary action. The list is not all-inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

A. Academic Misconduct
All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information may call for disciplinary action.

i. Cheating on tests is defined to include the following:
   a. Copying from another student’s test or answer sheet.
   b. Using materials or equipment during a test not authorized by the person giving the test.
   c. Collaborating with any other person during a test without permission.
   d. Knowingly obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of a test prior to its administration.
   e. Bribing or coercing any other person to obtain tests or information about tests.
   f. Substituting for another student or permitting any other person to substitute for oneself.
   g. Cooperating or aiding in any of the above.

ii. “Plagiarism” is defined as the appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own work.

iii. “Collusion” is defined as knowingly assisting another person in an act of academic dishonesty.

iv. “Fabrication” is defined as falsifying or inventing information in such academic exercises as reports, laboratory results and citations to the sources of information.

B. Abuse of Privilege of Freedom of Speech or Assembly
No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person in violation of any federal, state or local law will be turned over to the appropriate authorities.

C. Falsification of Information and other Acts Intended to Deceive
Falsification of information and other acts intended to deceive include, but are not limited to the following:

   i. Forging, altering or misusing college documents, records or identification cards.
   ii. Falsifying information on college records.
   iii. Providing false information for the purpose of obtaining a service.

D. Actions which Endanger Students and the College Community
Actions which endanger students and the college community include, but are not limited to the following:

   i. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
   ii. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the college.
   iii. Setting fires or misusing or damaging fire safety equipment.
   iv. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
   v. Endangering the health, safety or wellbeing of others through the use of physical, written or verbal abuse, threats, intimidation, harassment and coercion.
   vi. Sexual violence, which refers to physical sexual acts perpetrated against a person’s will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2-106.2.
   vii. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint or participating as a witness in any hearing or administrative process.

E. Infringement of Rights of Others
Infringement of rights of others is defined to include, but is not limited to the following:

   i. Stealing, destroying, damaging or misusing college property or the property of others on-campus or off-campus during any college activity.
   ii. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student’s education, a basis for academic conditions affecting the student or the conduct is sufficiently serious to interfere with the student’s academic performance or
otherwise deny or limit the student’s ability to participate in any aspect of the college’s program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2.

iii. Stalking, which is defined as engaging in a course of conduct, through physical, electronic or other means, that would place a reasonable person in fear for his/her safety, or that has, in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion or disability, it may constitute harassment under other provisions of this code.

iv. Harassing conduct, including verbal acts and name-calling; graphic and written statements, which may include the use of cell phones, the internet or other electronic devices; and other conduct that may be physically harmful, threatening or humiliating. Harassment based on race, national origin, color, age, sex, religion or disability will be a violation of the code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student’s academic performance or otherwise deny or limit the student’s ability to participate in any aspect of the college’s program, thereby creating an intimidating or hostile learning environment.

v. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others or adversely interferes with other normal functions and services.

F. Other Acts Which Call for Discipline

Other acts which call for discipline include, but are not limited to the following:

i. Possessing, using or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the state of South Carolina.

ii. Possessing, using or distributing on campus any beverage containing alcohol.

iii. Violating institutional policies while on-campus or off-campus when participating in a college-sponsored event or activity.

iv. Violating any South Carolina and/or federal laws while on-campus.

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

i. College student and Charter High School/Middle College student relationships Any relationship between Greenville Technical College students and Charter High School/Middle College students not required by classroom instruction is prohibited. This prohibition applies to all Greenville Technical College students without regard to campus location.

ii. College student and high school student relationships (Early College/Jump Start)

Any relationship between Greenville Technical College students and high school/middle college students not required by classroom instruction is prohibited. This prohibition applies to all Greenville Technical College students without regard to campus location.

IV. Student Disciplinary Procedures

The procedures and sanctions that follow are designed to channel faculty, staff or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE procedure 3-2-106.2. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this code.

A. Interim Suspension

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

The interim suspension process follows:

i. The president, or president’s designee, shall notify the chief student services officer in writing about the nature of the alleged infraction, a brief description of the incident(s) and the student’s name before 5 p.m. of the first class day following the decision to impose the interim suspension.

ii. The chief student services officer, or designee, will inform the student, in writing, about the decision to impose an interim suspension. This notice must either be hand-delivered to the student, sent by e-mail or sent by certified mail to the student’s last known address within two instructional weekdays of receiving the information from the president, or designee. If sent by e-mail, a letter sent by certified mail to the student’s last known address must still be mailed within two instructional weekdays of receiving the information from the president or designee.

This letter must include the following information:

a. the reason(s) for the interim suspension;

b. notice that the interim suspension does not replace the regular hearing process;

c. information about requesting a hearing before the Hearing Committee; and

d. notice that the student is denied access to the campus during the period of suspension without prior approval of the chief student services officer.

B. Academic Integrity Policy

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

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

• Copying from another student’s test or any other assigned work.

• Using unauthorized materials or equipment during a test or assignment.

• Collaborating with any other person on any academic work without permission.

• Knowingly obtaining, using, buying, selling, transporting or soliciting, in whole or in part, the contents of a test or other assigned work.

• Posting or allowing others to post parts or all of tests or graded assignments electronically

• so that others may view them.
• Bribing or coercing any other person to obtain tests or information about a test or other assigned work.
• Substituting for another student or permitting any other person to substitute for oneself.
• Cooperating or aiding in any of the above for any other person or oneself.

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

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

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

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

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

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

Academic Misconduct Procedure
An instructor having reason to believe that a student has committed an act of academic misconduct shall gather information and materials supporting the misconduct and complete the Academic Misconduct Referral Form (AMRF). Absent extenuating circumstances, the instructor shall communicate with the student within 5 working days of learning of the academic misconduct to present the allegation and give the student an opportunity to refute it. When possible, the instructor’s supervisor shall attend the meeting as a witness. During the meeting, the student is expected to sign and date the AMRF. If the instructor concludes the charge is valid, (s)he will recommend a sanction and forward the AMRF and supporting documentation to the student and the academic dean within 2 working days after the student meeting or discussion.

The instructor may recommend one or more of the following sanctions:

1. Assign a lower grade to the work;
2. Require the student to repeat or resubmit the work;
3. Assign a failing grade for the course; and/or
4. Require the student to withdraw from the course;

A student who commits academic misconduct but is not enrolled in the course where the work is assigned may be charged with student misconduct, which will be referred to the dean of students in accordance with Student Misconduct procedures.

The academic dean will review the AMRF, as well as any college records of other misconduct, and either:

1. Affirm the misconduct and the sanction;
2. Affirm the misconduct but change the sanction; or
3. Disagree with the finding of misconduct and the sanction.

The dean may impose higher sanctions, including suspension and expulsion, if deemed appropriate for repeated or persistent acts of academic misconduct at the college. The dean will forward the finalized AMRF by certified mail to the student and copies to the instructor and chief academic officer within 5 working days from receipt of the form, absent extenuating circumstances.

The student may appeal the decision of the dean within 5 working days of notice by sending an email to the chief academic officer using his or her Greenville Technical College email.

If the misconduct is appealed, the chief academic officer will appoint a dean not involved in the underlying decision as the “hearing officer.” The hearing officer will handle the appeal and convene a hearing panel with 2 faculty members (who shall not be from the program where the conduct occurred). The hearing shall be held within 10 working days of the student’s request for appeal, absent extenuating circumstances. All parties will be given 5 working days' notice of the hearing.

The hearing will be closed to everyone except the parties and any relevant witnesses. The student may bring one other person into the hearing, but that person will not be allowed to address the hearing panel. Witnesses will come into the hearing room one at a time. The panel may record the hearing but not the deliberations. No one other than the panel may take notes, record or be given access to notes or recordings. The panel will use the standard of “clear and convincing,” which means that the information presented shows that it is highly probable that the violation(s) occurred. The panel will make its decision by a majority vote for both violations and sanctions. The hearing officer will send a decision by certified mail to the student, with a copy to the instructor and chief academic officer within 2 working days of the hearing.
The decision of the hearing panel is final and not subject to further review.

Whenever practical and reasonable, the student should be allowed to remain in class until the process is completed.

C. Student Misconduct

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

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

1. Preliminary Hearing

Within five (5) instructional weekdays after the charge has been filed, the chief student services officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student.

After discussing the alleged infraction with the student and reviewing available information, the chief student services officer, or designee, will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the chief student services officer, or designee, will base the decision upon the available information. If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

a. Reprimand – A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.

b. Restitution – Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships and clinicals.

c. Special conditions – Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic or participation in a special project or activity.

d. Disciplinary Probation – A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.

e. Loss of privileges – Suspension or termination of particular student privileges.

f. Suspension from the college – Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the chief student services officer has been granted.

g. Expulsion from the college – Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the chief student services officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

h. Any combination of the above.

Within five (5) instructional weekdays of the preliminary hearing, the chief student services officer, or designee, will send a certified letter to the student. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than two instructional weekdays after receiving the decision letter unless a request is made and approved by the chief student services officer for an extension, and that any decision made and sanction imposed at the preliminary hearing may be held in abeyance should the student decide to go before the Hearing Committee.

2. Hearing Committee

a. The Hearing Committee shall be composed of the following:

i. Three faculty members appointed by the chief academic officer and approved by the president.

ii. Three student members appointed by the appropriate student governing body and approved by the president.

iii. One member of the Student Services staff appointed by the chief student services officer and approved by the president.

iv. The chief student services officer, or designee, who serves as an ex officio nonvoting member of the committee and who presents the case.

b. The Hearing Committee shall perform the following functions:

i. Hear cases of alleged violations of the Code of Student Conduct.

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ii. Ensure that the student’s procedural rights are met.

iii. Make decisions based only on evidence and information presented at the hearing.

iv. Provide the student with a statement of the committee’s decision including findings of fact and, if applicable, impose one or more of the following sanctions:

   a. **Academic Misconduct** (cases sent to the Hearing Committee by the president)
      a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
      b. Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.
      c. Assign a failing grade for the course.
      d. Require the student to withdraw from the course.

   b. **Student Misconduct**
      a. **Reprimand** – A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
      b. **Special Conditions** – Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic or participation in a special project or activity.
      c. **Restitution** – Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships and clinicals.
      d. **Disciplinary Probation** – A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
      e. **Loss of Privileges** – Suspension or termination of particular student privileges.
      f. **Suspension from the college** – Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the chief student services officer has been granted.

   g. **Expulsion from the college** – Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the chief student services officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

h. **Any combination of the above**

   c. **Hearing Committee Procedures**
      a. The chief student services officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed and a summary of the findings from the preliminary hearing.
      b. At least seven instructional weekdays before the date set for the Hearing Committee’s meeting, the chief student services officer, or designee, shall send a certified letter to the student’s last known address. The letter must contain the following information:
         a. A statement of the charge(s).
         b. A brief description of the incident that led to the charge(s).
         c. The name of the person(s) submitting the incident report.
         d. The date, time and place of the scheduled hearing.
         e. A list of all witnesses who might be called to testify.
         f. A statement of the student’s procedural rights. These rights follow:
            i. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel’s fees and any other of the counsel’s charges.
            ii. The right to present witnesses on one’s behalf.
            iii. The right to know the names of any witnesses who may...
be called to testify at the hearing.

iv. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.

v. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.

vi. The right to know the identity of the person(s) bringing the charge(s).

vii. The right to hear witnesses on behalf of the person bringing the charges.

viii. The right to testify or to refuse to testify without such refusal being detrimental to the student.

ix. The right to a fair and impartial decision.

x. The right to appeal the Hearing Committee's decision.

c. On written request of the student, the hearing may be held prior to the expiration of the seven-day advance notification period if the chief student services officer, or designee, concurs with this change.

d. The chief student services officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.

d. Hearing Committee Meetings

a. The chair shall be appointed by the president from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.

b. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for the student and for the college, witnesses who will be invited into the hearing and a person, mutually agreed upon by the committee and the student, to serve as the recorder.

c. The committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording.

The written notes and the recording will be maintained in the office of the chief student services officer. The student may review the notes and listen to the recording under the supervision of the chief student services officer or designee.

d. Witnesses shall be called in one at a time to make a statement and to respond to questions.

e. After hearing all of the information, the Hearing Committee will begin its deliberations. Using the standard "clear and convincing," which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.

f. The chair of the Hearing Committee will send a certified letter to the student's last known address within two instructional weekdays of the committee's decision. The letter shall inform the student about the committee's decision, the date of the decision and, if applicable, the sanction(s) imposed. The letter will also inform the student about the appeal process.

e. Appeal

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the college's president. This letter must be submitted within 10 instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings. The president, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquiries as deemed necessary and render a decision within 10 instructional weekdays of receiving the appeal. The president, whose decision is final, shall have the authority to approve, modify or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee. The president's decision regarding disciplinary actions under the Student Code 3-2-106.1 are not grievable. The
president, or designee, will inform the student about the outcome of the appeal in a certified letter sent to the student's last known address.

Student Grievance Procedure

I. Purpose
The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures or regulations, or a state or federal law. This procedure may not be used in the following instances: 1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college; 2) for complaints or appeals of grades awarded in a class or for an assignment unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability or veteran's status or on the basis of alleged sexual harassment; or 3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.)

The student filing the grievance must have been enrolled at the college at the time of decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

II. Definitions
A. "College" means any college in the South Carolina Technical College System.
B. "President" means the chief executive officer of the college.
C. "Administrative officer" means anyone designated at the college as being on the administrative staff, such as the president, chief academic officer, chief student services officer, etc.
D. "Chief student services officer" means the administrative officer at the college who has overall management responsibility for student services or his/her designee.
E. "Chief academic officer" means the administrative officer at the college who has overall management responsibility for academic programs and services or his/her designee.
F. "Grievable act or decision" means a misapplication of a college's policies, procedures or regulations, or a violation of a state or federal law.
G. "Days" means an instructional weekday, excluding Saturday and Sunday and all days in which the college is closed.
H. "Student" means a person taking any course(s) offered by the college.
I. "Instructor" means any person employed by the college to conduct classes.
J. "Staff" means any person employed by the college for reasons other than conducting classes.
K. "Campus" means any place where the college conducts or sponsors educational, public service or research activities.

III. Grievance Process
A. Filing a Complaint
This procedure must be initiated by the student within 10 instructional weekdays of becoming aware of the decision, action or event giving rise to the grievance. This time limit may be extended by the president or his/her designee if the student requests an extension within the 10-day period. Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action and the college employee(s) involved in the decision or action.

i. Written complaints about alleged discrimination or harassment on the basis of age, gender, race, color, national origin, disability or veteran's status and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II and Title IX compliance.

ii. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status or sexual harassment shall be submitted to the college's chief student services officer.

iii. Any written complaint naming the college's president as the person whose alleged action or decision originated the problem shall be submitted to the president of the South Carolina Technical College System.

B. Pre-Hearing
The person receiving the student's written complaint will send a written acknowledgment to the student no later than two instructional weekdays after receiving the written complaint. The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two instructional weekdays days after it has been received. When the president is named in the complaint, the South Carolina Technical College System's vice president for academic affairs will be responsible for the pre-hearing. As a part of the effort to resolve the matter, the supervisor, or the South Carolina Technical College System's vice president for academic affairs, will consult, as needed, with the employee named in the complaint, the student filing the complaint and chief administrative officer of the division/school or component concerned. The supervisor, or the South Carolina Technical College System's vice president for academic affairs, shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed, propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee. When the college's president is named in the complaint, the president of the South Carolina Technical College System will convene a three-person ad hoc committee consisting of system presidents to hear the student's complaint.

C. Student Grievance Hearing
1. Requesting a Hearing  
   a. The student must submit a written request for a grievance hearing to the chief student services officer within five instructional weekdays after receiving the supervisor’s written response and no later than fifteen instructional days after the supervisor sent the summary of findings. The request must include a copy of the student’s original written complaint, a copy of the supervisor’s response and a statement describing why the supervisor’s response was unsatisfactory.
   b. If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the chief student services officer may allow the hearing to take place.
   c. Within two instructional days of receiving the request for a hearing, the chief student services officer shall notify the president or, as appropriate, the system president about the need to convene a Student Grievance Committee or an ad hoc committee of system presidents. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

2. Grievance Committees  
   a. Student Grievance Committee—The president must approve all recommended members. The committee shall be composed of the following:
      i. Three students recommended by the governing body of the student body.
      ii. Two faculty members recommended by the chief academic officer.
      iii. One Student Services staff member recommended by the chief student services officer.
      iv. One administrator, other than the chief student services officer, to serve as the committee’s chairperson.
      v. The chief student services officer, or designee, who serves as some ex-officio, nonvoting member of the committee.
   b. Ad hoc Committee of Presidents—The president of the South Carolina Technical College System will select three system presidents to serve on this committee and identify one of the three presidents to serve as the chairperson for the hearing.
   c. The chief student services officer, or designee, will send copies of the student’s request for a hearing to the committee and the employee. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the committee prior to the hearing.
   d. The Student Grievance Committee’s meeting(s) shall be conducted within 21 instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within 10 instructional weekdays of the date of the previously scheduled hearing.

3. Hearing Procedures  
   a. The chief student services officer, or designee, shall send a certified letter to the student filing the complaint and to the employee named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include:
      i. A brief description of the complaint, including the name of the person filing the complaint;
      ii. The date, time and location of the meeting;
      iii. The name of any person who might be called as a witness;
      iv. A list of the student’s procedural rights. These rights follow:
      a. The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the chief student services officer, or designee.
      b. The right to appear before the Hearing Committee and to present information and additional evidence, subject to the committee’s judgment that the evidence is relevant to the hearing.
      c. The right to consult with counsel. This person serving as counsel may not address the committee, question the employee(s) named in the complaint or any witnesses. The student will be responsible for paying any fees charged by the advisor.
      d. The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint and the employee(s) named in the complaint.
   b. At least ten (10) instructional weekdays before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.
   c. Hearings are closed to the public. When the testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor and the witness giving testimony may be present. During deliberations, only the members of the committee may be present.
   d. Hearings are informal and a tape recording of the testimony presented during the hearing may be made. The committee’s deliberations are not tape-recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the chief student services officer, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to this tape recording under the supervision of the chief student services officer, or designee.
   e. The committee may question the student and the employee(s). The committee may also question the employee’s (employees’) supervisor(s) and any additional
witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.

f. Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The chairperson of the committee will determine the appropriateness of the questions.

g. The committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The committee will use a preponderance of the evidence standard in making this determination.

h. The committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.

i. The chairperson shall forward a copy of the committee's decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the committee’s decision. This letter will include a rationale for the committee's decision and inform the student and employee(s) that they have a right to appeal the committee’s decision.

D. Appeal Process

If either party is not satisfied with the Student Grievance Committee’s decision, that person may submit a written appeal to the president of the college within 10 instructional weekdays of the committee’s decision. The written appeal must include a statement indicating why the person was not satisfied with the committee's decision. The president shall review the committee’s findings, conduct whatever additional inquiries are deemed necessary and render a decision within 10 instructional weekdays of receipt of the appeal. The president’s decision is final and this decision cannot be the sole reason for filing a grievance against the president. If either party is not satisfied with the System Office’s ad hoc Committee of System Presidents’ decision, that person may submit a written appeal to the president of the South Carolina Technical College System within 10 instructional weekdays of the committee’s decision. The written appeal must include a statement indicating why the person was not satisfied with the committee’s decision. The system president shall review the committee’s findings, conduct whatever additional inquiries are deemed necessary and render a decision within 10 instructional weekdays of receipt of the appeal. The system president’s decision is final.

Greenville Technical College Title IX
Equitable Resolution Process

Update to Title IX Regulations

In September 2017, the Department of Education (the “Department”) announced that it would be issuing new Title IX regulations. These new proposed federal regulations were announced in November 2018. This period ended in January 2019 and the Department is completing its evaluation of the feedback received. It is anticipated that the new regulations will be finalized and formally announced in 2020.

Once the new regulations are in place, the Title IX policy will be updated accordingly. Please see the college’s Title IX webpage for the most current information.

Notice of Non-Discrimination

Greenville Technical College provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation or veteran status.

Policy Statement

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

Greenville Technical College (“GTC”) does not discriminate on the basis of sex in the employment or education programs or activities it operates.

GTC is committed to providing an environment free from discrimination based on sex. GTC assists students and employees in addressing issues involving sex discrimination and harassment, including sexual violence.

Sexual harassment, sexual violence, stalking and relationship violence have a profound impact on an individual's academic, social, working and personal life, and negatively affect relationships with friends and families, other students, co-workers and members of the college community. To combat this complex social problem, GTC provides resources, training and educational programs designed to prevent sexual violence and other acts of sexual misconduct, including sexual harassment. GTC also provides information about what to do when an incident has occurred.

Victims of sexual violence, sexual harassment, stalking and relationship violence are encouraged to seek support and report the incident. GTC has appointed a Title IX coordinator to oversee the response to Title IX reports, develop training and education programs/materials for faculty, staff and students, as well as monitor trends and effectiveness of Title IX education efforts.

Please note that GTC employees are South Carolina state employees and must report acts of violence to law enforcement.

Summary

Members of the Greenville Technical College community, guests and visitors have the right to be free from all forms of sex and gender-based discrimination. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

This process is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Under Title IX, discrimination on the basis of sex includes, but is not limited to, the following:

- Sexual harassment
- Hostile environment
- Quid pro Quo
- Retaliation
- Non-consensual sexual contact
This process applies to allegations of sexual misconduct that take place on Greenville Technical College property or at college-sponsored events, regardless of the location. It may also apply to allegations of sexual misconduct that occur off-campus or online when it is determined that the conduct could have an on-campus impact or an impact on the educational mission of the college.

In response to allegations of violations, the college will investigate the incident and take measures to stop the conduct, remedy the situation and prevent recurrences.

Throughout this process, the college will protect the confidentiality and privacy of reporting and responding parties to the extent possible.

The college will make every reasonable effort to abide by a reporting party’s wish to remain anonymous; however, the college will balance requests for anonymity/confidentiality with the safety of other members of the community and other requirements of the law. Please note that a request for anonymity may significantly impact the college’s ability to respond to a Title IX report.

Process

1. Definitions

   Note: In this process, where the singular of a word is presented, it is also representative of the plural form of that word. All references are also gender-neutral.

   Amnesty: In its discretion, the college may provide amnesty and/or safe harbor to reporting parties, responding parties, witnesses, persons who assist victims, etc. for minor policy violations as well as to those in need of assistance with drug, alcohol or other addictive substances.

   Bullying and Cyberbullying: Repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally and are not protected by freedom of expression.

   Calendar Days: Timeframes are calculated by calendar days and will be complied with absent extenuating circumstances. If the last day of a period is Saturday, Sunday or a holiday, the period runs until the end of the next day which is not a Saturday, Sunday or holiday.

   Confidentiality: Reporting parties and responding parties may request that the college maintain their confidentiality and every effort will be made to do so; however, such confidentiality cannot be guaranteed in every case.

   A reporting party may also request that their identity and information not be revealed to the responding party and that no investigation takes place or disciplinary actions be taken. In these situations, the Title IX Coordinator or designee shall inform the reporting party that the college’s ability to remedy the incident may be limited if the request for confidentiality is honored. The reporting party shall also be notified that such requests must be balanced with overall campus safety and other requirements of the law.

   Factors that will be considered in determining whether to disclose a report of sexual misconduct to a responding party include the seriousness of the alleged conduct; the reporting party’s age; whether there have been other complaints or reports about the same individual; and the responding party’s right to receive information about the allegations if the information is maintained by the college as an “education record” under the Family Educational Rights and Privacy Act (FERPA).

   The Title IX Coordinator or designee will make the decision about confidentiality or disclosure and will notify the reporting party of that decision. Note that all acts of violence will be reported to Campus Police or local law enforcement.

   Note that GTC employees are required to report acts of violence to campus police or local law enforcement.

   Consent: Consent is the knowing, voluntary and clear permission by word or action, to engage in mutually agreed-upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

   A person cannot consent if he or she is incapacitated for any reason. If a person is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including consumption of alcohol or other drugs, that person is considered incapacitated and is unable to give consent.

   When an individual engages in sexual activity when that individual knows, or should know, that the other person is incapacitated for any reason, that individual has violated the college’s policy.

   No responding party is excused from a sexual misconduct allegation because he/she was intoxicated at the time of the alleged offense and, therefore, did not realize the incapacity of the other individual(s).

   Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship does not constitute consent. The existence of consent is based upon the totality of the circumstance, including the context in which the alleged incident occurred.

   Silence or the absence of resistance, alone, is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue. If one party expresses words or actions to withdraw consent, the other person must stop immediately.

   Prior consent does not imply ongoing consent.

   Findings: The written report of facts, violations and sanctions issued as a result of an investigation, a formal hearing or any other Title IX process.

   Formal Appeal Hearing: The Formal Appeal Hearing serves as the appellate process in the event one or more parties satisfied the criteria for meeting one of the specified grounds for appeal described in this process.

   Hazing: Acts likely to cause physical or psychological harm or social ostracism to any person in the college community when related to the admission, initiation, pledging, joining or any other
group-affiliation activity on the basis of actual or perceived membership in a protected class.

**Hostile Environment:** When sex-based harassment is sufficiently serious to deny or limit a student or employee’s ability to participate in or benefit from the college’s programs or activities, a hostile environment exists. Such a setting may be created based upon sex, gender identity or nonconformity with gender stereotypes.

**Incapacitation:** A state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This process also covers a person whose incapacity results from a disability, or other involuntary, physical, emotional or psychological limitation and/or from the taking of incapacitating substances.

Incapacity nullifies consent.

**Investigation:** The investigation conducted by the Title IX investigator who will interview parties and witnesses, gather evidence, document all findings and issue the Report of Findings. Unless a party appeals the Report of Findings issued at the conclusion of the investigation, the matter is ended. Findings are based on the preponderance of the evidence standard.

**Intimidation:** Implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a class protected under this policy.

**Mandatory Reporter:** All Greenville Technical College employees are required to report possible Title IX violations that they witness or become aware of on-campus or at college-sponsored events to the Title IX coordinator or deputy coordinator as soon as practicable.

The only exception to mandatory reporting procedures would apply an employee of the college is acting in a role that allows for confidentiality that the reporting party wants to be honored. Examples of this confidential role include health care providers or licensed mental health professionals, acting in the capacity of those roles at the time they become aware of the misconduct.

**Preponderance of Evidence:** The greater weight of the evidence; more likely than not. The Final Report of Findings and the Formal Hearing Appeal will be based upon a preponderance of the evidence.

**Reasonable Person:** A term frequently used to denote a hypothetical person in society who exercises average care, skill and judgment in conduct.

**Relationship Violence:** Violence by a person who has some relationship with the reporting party, which will be gauged by its length, type and frequency of interaction.

**Reporting Party:** The person impacted by the alleged violation of the Title IX Policy. Some authorities refer to this individual as the complaining party, complainant, the moving party or the victim of the violation. The college may also be a reporting party.

**Responding Party:** The person who has allegedly committed a violation of the Title IX Policy. If the responding party fails to answer or participate in opportunities to be heard at any stage of this process, he/she will be deemed to have waived his/her rights to participate thereafter. The responding party continues to have the right to notice of each stage of the process, regardless of a waiver of participation.

**Responsible Employee:** For the purpose of Title IX, a responsible employee is any employee of the college who:
- Has the authority to take action to redress sexual misconduct;
- Has been given the duty to report claims of sexual misconduct where Title IX may apply; or
- A student or employee could reasonably believe has this authority or duty.

At Greenville Technical College the following employees are considered responsible employees for the purposes of Title IX:
- President and officers of the college
- Deans, assistant deans, department heads and members of the management team
- Campus Police and security officers
- Supervisors
- Instructors

**Retaliation:** Adverse action taken against any person who participated in or was a party to an investigation or proceeding under this process. The college does not tolerate retaliation in any form and will take disciplinary action as necessary.

**Sanctions:** Action plans designed to terminate the conduct reported, protect the safety of the college community and create incentives for compliance with the law and this process. Sanctions imposed by this process are for Title IX violations only. Employees and students may, however, be subject to additional disciplinary actions as a result of their conduct, including pending or previously resolved violations of other policies. In such cases, disciplinary actions may be more serious than sanctions imposed by the Title IX process alone. The options for sanctions under this college’s policy are set forth in this process.

**Sexual Exploitation:** Refers to situations in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of sexual harassment, non-consensual sexual intercourse or non-consensual sexual contact. Examples of sexual exploitation include, but are not limited to:
- Sexual voyeurism (example: watching a person undressing, using the bathroom or engaging in sexual acts without the consent of the person observed)
- Taking pictures or video or audio recordings of another individual(s) participating in sexual acts, or in any other private activity, without the consent of all involved in the activity or exceeding the boundaries of consent (example: allowing another person to hide in a closet and observe sexual activity or disseminating sexual pictures without the photographed person’s consent)
- Prostitution
- Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or another sexually transmitted disease (STD) and without informing the other person of the infection and further includes administering
alcohol or drugs (example: “date rape” drugs) to another person without his or her knowledge or consent.

**Sexual Harassment:** Refers to unwelcome, sexual, sex-based and/or gender-based, verbal, written, online and/or physical conduct. Sexual harassment may take different forms including quid pro quo harassment, retaliatory harassment and/or hostile environment.

- **Quid Pro Quo Sexual Harassment** - unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or work performance.
- **Retaliatory Harassment** - adverse action taken against someone based upon their participation in any protected activity or upon their alleging, supporting or assisting in the presentation of a Title IX violation.
- **Hostile Environment** - created when sexual harassment is
  - Severe, or persistent or pervasive, and objectively offensive, such that it
  - Unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the college's educational or employment environment.

**Sexual Assault/Violence:** Both sexual violence and sexual assault are gender-neutral and include

- **Non-Consensual Intercourse:**
  - Any sexual penetration or intercourse (anal, oral or vaginal)
  - However slight
  - With an object, substance or body part
  - By a person upon another person
  - That is without consent and/or by force
- **Non-Consensual Sexual Contact:**
  - Any intentional sexual touching
  - However slight
  - With any object, substance or body part
  - By a person upon another person
  - That is without consent and/or by force

**Stalking:** Conduct directed at a specific person that may be described in one of the following ways:

- **Stalking 1:**
  - A course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome AND would cause a reasonable person to feel fear.
- **Stalking 2:**
  - Repetitive, menacing pursuit, following, harassing and/or interfering with the peace and/or safety of another.

**Title IX of the Education Amendments of 1972:** prohibits sex discrimination, which includes sexual violence, in educational programs and activities. All public and private schools, school districts, colleges and universities receiving federal funds must comply with Title IX.

**Title IX Equitable Resolution Process:** The process available to a party of a Title IX report who feels that his/her rights have been violated, (i.e., member or non-member of the campus community, students, employees, student organizations, etc.) if the responding party is a student, employee or other third party who is within the authority of the college, according to Title IX.

**Unwelcome Conduct:** Sex or gender-based conduct is considered “unwelcome conduct” if it is unrequested, uninvited, undesirable and/or offensive. Unwelcome conduct may be verbal, written, electronic, physically threatening or abusive, harmful or humiliating. Intent to harm is not required.

**Witness:** An individual who either brings forward information about a potential violation or has information relevant to a potential violation. While this individual may report a violation, he/she is distinct from the object of the violation who is herein referred to as the reporting party.

II. **Reporting Procedure**

Greenville Technical College encourages anyone who believes they are the object of a Title IX violation within the authority of the college or is aware of someone else being subjected to such conduct to notify any responsible employee of the college as soon as practicable.

It is the obligation of that responsible employee to report the possible violation to the college's Title IX coordinator or deputy coordinator or designee as soon as practicable.

The college will maintain a team of individuals to investigate alleged Title IX violations. Those individuals will be trained in accordance with the requirements of Title IX and the Office of Civil Rights.

When a reporting party is reluctant to pursue a Title IX report or asks to withdraw a report, the college will honor that request to the extent possible under the law and will support the reporting party in any way it can. The college may elect to proceed with an inquiry and/or resolution if sufficient independent evidence allows. If the matter is pursued, the reporting party will be notified of the process. The investigative process is available to the reporting party any time they wish to pursue it.

A reporting party has the right to proceed with criminal charges and a Title IX report simultaneously. If criminal charges are filed, the college will cooperate with law enforcement agencies and, if necessary, temporarily suspend its Title IX investigation pending the conclusion of the criminal matter or permission from law enforcement officials to proceed.

The college encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes reporting parties or witnesses, whether students or employees, are hesitant to report to college officials or participate in resolution processes because they fear that they themselves may be accused of policy violations at the time of the incident. It is in the best interests of this community that reporting parties choose to report to college officials and that witnesses come forward to share what they know. To encourage reporting, the college considers amnesty as an option with minor
policy violations on a case-by-case basis for both parties and witnesses.

Making deliberately false and/or malicious accusations or reports under this process, as opposed to allegations which, even if erroneous, are made in good faith, is a serious offense and will be subject to appropriate disciplinary action by the college.

If appropriate, the college may take interim measures to protect the reporting party, witnesses and/or the responding party during this process. The interim measures may include, but are not limited to, the following:

- No contact orders,
- No trespass notices,
- Counseling and/or medical services,
- Academic support,
- Living arrangement adjustments,
- Campus escort,
- Academic or work schedule and assignment accommodations,
- Safety planning and referral to campus and community resources,
- Interim/investigatory suspension – temporary suspension pending the full investigation of the matter or the outcome of the reported matter.

If, during the inquiry or at any point prior to the Report of Findings, the Title IX Coordinator determines that there is insufficient evidence to support that a violation has occurred, the process will end unless the reporting party requests that the Title IX coordinator make an extraordinary determination to reopen the investigation. This decision lies in the sole discretion of the Title IX coordinator.

III. The Investigation

A. Upon receipt of a report of a violation, the college will conduct a preliminary inquiry to determine whether to proceed with an investigation or refer the matter to another college official.

B. If an investigation is warranted, a member of the Title IX team will be designated as the investigator and will carry out the investigation. The Title IX Coordinator or designee may assign additional investigators as deemed necessary.

C. The reporting party is encouraged to communicate with the assigned investigator(s) to share all information relating to the case, including names of witnesses, evidence and anything else they feel will be of assistance in the process. All reports of potential Title IX incidents are initially considered confidential unless the safety of students, employees or the community indicates the need for further action.

D. The responding party will be notified in writing or in electronic format that a report has been filed against them as soon as practical, absent extenuating circumstances. The responding party is encouraged to communicate with the assigned investigator(s) to present information relating to the case, including names of witnesses, evidence and anything else they feel will be of assistance in the process. All reports of potential Title IX incidents are initially considered confidential unless the safety of students, employees or the community indicates the need for further action.

E. The investigator, in consultation with the Title IX coordinator or designee, will determine the need for and nature of interim measures appropriate to the circumstances. Those interim measures will be implemented as soon as practical.

F. The investigator will conduct interviews with witnesses identified by the reporting party and the responding party. The investigator will consider all witnesses who may aid in the decision-making process, analyze all available evidence and assess the credibility of witnesses and other evidence.

G. Once the investigation is complete, the investigator will compile a proposed Report of Findings which will outline all interviews, evidence and other relevant information. The investigator will determine whether the investigation shows that it is more likely than not that a violation occurred. The proposed Report of Findings will be forwarded to the Title IX Coordinator for review.

H. The Title IX Coordinator will review and finalize the proposed Report of Findings and send a Letter of Decision via written or electronic means to both parties within 10 days of receipt of the proposed Report of Findings from the Investigator, absent extenuating circumstances. The Title IX coordinator will base all decisions in the report upon a preponderance of evidence applied to the facts.

I. In the event the responding party is an employee of the college, the Letter of Decision will include the findings related to the alleged violation and the level of conduct only. Sanctions will be imposed by Human Resources in accordance with the policies and procedures of that office. In those cases, the Title IX coordinator will also send the Letter of Decision to the vice president of human resources at the same time it is sent to the other parties. If the responding party is a student of the college, the Letter of Decision will include findings related to the alleged violation and the level of conduct only. The dean of students office will be contacted to determine if the student is already in the disciplinary process. If the student is in the disciplinary process, sanctions will be imposed in accordance with the policies and procedures related to the Student Code of Conduct. In those cases, the Title IX Coordinator will send the Letter of Decision to the dean of students’ office at the same time it is sent to other parties. If the student is not already in the disciplinary process, appropriate disciplinary action will be determined in consultation with the dean of students office.

J. The Title IX coordinator’s Letter of Decision will specify that if any student or employee reporting party or student responding party wishes to appeal the report, they may request an appeal to the Title IX coordinator within 5 days of receipt of the Letter of Decision. An employee responding party may request an appeal to the vice president of human resources in accordance with the State Employee Grievance Procedure. If neither party requests a timely appeal, the appeal is deemed waived, and the Letter of Decision is considered final.

i. Both parties will be notified simultaneously, in writing or electronically, of the outcome of the proceeding, appeal procedures, any changes to the result before it becomes final and when the decision becomes final.

ii. If neither party appeals the Letter of Decision, the college considers the matter concluded. Findings in such cases shall be forwarded to the appropriate college authority for the implementation of sanctions, if any.

iii. The Equitable Appeal Process is set forth in Section V of this document.

IV. Sanctions

Factors considered when determining a sanction may include
• The nature of, severity of and circumstances surrounding the violation;
• Previously founded complaints or allegations against the responding party involving similar conduct;
• Any other information deemed relevant by the Title IX Coordinator or investigator;
• The need to bring an end to the discrimination, harassment and/or retaliation;
• The need to prevent the future recurrence of discrimination, harassment and/or retaliation;
• The need to remedy the effects of the discrimination, harassment and/or retaliation on the reporting party and the community.

Title IX sanctions are imposed immediately unless an appeal is accepted or the Title IX coordinator or designee stays the implementation for extraordinary circumstances.

The following are possible sanctions, or action plans, for violations of this Equitable Resolution Process:

• **Reprimand** – a verbal or written warning, which may include student probation, and indicates that subsequent violations could result in more serious disciplinary sanctions;
• **Special conditions** – completion of a variety of activities, relating to the nature of the offense, such as a formal apology, an essay or paper on a designated topic, training or participation in a special project or activity, change of class schedule or living arrangements, requirement of counseling;
• **Interim/investigatory suspension** – temporary suspension pending the full investigation of the matter or the outcome of the report, as appropriate.
• **Expulsion** – permanent separation from the college without future readmission during which the responding party may not return to any campus location unless the dean of students grants permission in advance;
• **No Contact Order** – a no-contact order is a college directive that restricts contact between individuals in any way, including in-person, via email, telephone, text messaging, social networking or any other method of communication, electronic or otherwise;
• Any other actions that may be deemed appropriate;
• Any combination of the above.

Sanctions imposed under this Equitable Resolution Process are for Title IX violations only. Students may be subject to additional disciplinary actions as a result of their conduct, including pending or previously resolved violations of other policies. In such cases, the dean of students’ office will determine disciplinary actions that may be more serious than the sanctions that would have been imposed by the Title IX Process alone.

Note that the college does not permit a student to withdraw from the college if that student has an allegation pending for violation of Title IX.

Should a student decide to leave the college and/or not participate in this Equitable Resolution Process, the process will nonetheless proceed to a reasonable resolution in the student’s absence and that student will not be permitted to return to college unless all sanctions have been satisfied. The student may not be given access to an academic transcript until the allegations have been resolved.

Sanctions for employees are determined by Human Resources in accordance with its disciplinary process.

Should an employee resign with unresolved allegations pending, the records of the Title IX coordinator will reflect that fact and will be shared with Human Resources for resolution and/or action in accordance with their policies. The employee may be ineligible for rehire.

V. **Equitable Appeal Procedure**

Appeals are available to reporting parties and to responding parties who are students, but they are limited to the following grounds:

• A procedural error or omission occurred that significantly impacted the outcome of the investigation (e.g. substantiated bias, material deviation from established procedures, etc.). A summary of evidence must be submitted in support of this assertion.
• New evidence is available that was unknown and unavailable during the investigation that would have had a substantial impact on the original finding or sanction. Good cause must be shown for the evidence not being offered during the investigation. A summary of the new evidence and its potential impact must be included.
• The sanctions imposed are believed to be substantially disproportionate under the circumstances. A summary of evidence must be submitted to support this assertion.

**Student Appeals**

Student appeals must be filed within 5 days of notification of the Letter of Decision and should be delivered by written notice to the Title IX coordinator. The Equitable Appeal Procedure is available to reporting parties and responding parties who are students.

**Employee Appeals**

The Equitable Appeal Procedure is available to employees only when they are reporting parties.

The right of an employee who is a responding party to appeal the Letter of Decision is determined by state policy and the policies and procedures of the college’s Human Resources Department, which has jurisdiction for employee disciplinary action and is responsible for issuing sanctions for employees.

**Formal Appeal Hearing - Student Appeals**

If a party appeals the Letter of Decision under these provisions and absent extenuating circumstances, the Title IX coordinator will determine within 10 days of receipt of the notice whether grounds for the appeal are properly set forth and will initiate the appellate process outlined by this process if appropriate.

• The original finding and sanction/actions will stand if the appeal is
  • Not timely filed or
  • Not based on grounds listed in this process.
• Any decision reached during this appellate process is final.
• When either party requests an appeal under these provisions, the other party will be notified and joined in the appeal.
If the appeal is accepted, a Formal Appeal Hearing will be held within these guidelines:

A. The appeal must specify the grounds upon which it is based.
B. The appeal must outline the specific evidence upon which it is based.
C. The hearing panel will consist of at least three Title IX committee members. The panel members shall not have been involved in the investigation of or decisions made related to the incident under consideration.
D. Upon request, both the reporting and responding parties will be provided a copy of the Letter of Decision and supervised access to the evidence used to support it, except that certain information may be redacted by the Title IX coordinator as he/she deems necessary. Neither party may photograph, copy or otherwise reproduce copies of the evidence.
E. Neither party may personally question each other during the hearing.
F. Neither party is required to be present for the appeal.
G. The formal hearing will be convened within 10 days following approval of the appeal by the Title IX coordinator.
H. Delays may be necessary under extenuating circumstances.
I. All decisions will be reached by majority vote.
J. The formal appeal hearing will be closed to all persons except the parties, witnesses and others named by the hearing panel.
K. The panel will record the hearing but not the deliberations. No one other than the panel may take notes, record or be given access to the panel’s notes or recordings.
L. Witnesses will be called into the hearing room one at a time to respond to questions. The appellate panel may call the Investigator(s) as a witness.
M. The appellate panel may agree in whole or in part with the Letter of Decision and the determination of violations and/or sanctions may be less serious or more so, depending upon the circumstances and the panel’s judgment.
N. The hearing panel will issue a final decision which may include independent and objective findings of fact, assessment of credibility, violations or none, and sanctions to be imposed, if appropriate. Absent extenuating circumstances, the panel’s final decision will be delivered to the Title IX coordinator by written or electronic means within 10 days of the conclusion of the hearing.
O. Sanctions imposed by this final decision are for Title IX violations only. Parties may be subject to additional disciplinary actions as a result of their conduct, including pending or previously resolved violations of other policies. In such cases, disciplinary actions may be more serious than sanctions imposed by the Title IX process alone.
P. The Title IX Coordinator will forward the final decision to both parties in writing or electronically within 5 days of receipt of the decision unless extenuating circumstances impose a delay.

Once a formal appeal hearing is concluded and a final decision is conveyed, the outcome is final. Further appeals are not permitted.

VI. Additional Rights of the Parties

Rights of the reporting party:

• The right to be treated with respect by GTC officials;
• Parties who report sexual misconduct have the option to notify and seek assistance from law enforcement and/or campus authorities. If the reporting party wants to seek assistance from local law enforcement, Greenville Technical College will help put him/her in contact with the appropriate authorities;
• The right to take advantage of campus support resources (such as counseling services, health services and EAP services for employees);
• The right to have an advisor of choice during this process; the advisor may not address or participate in questioning during any interview or proceeding;
• The right to consult, at their own expense, with legal counsel for advice only; counsel may not address or participate in questioning during any interview or proceeding;
• The right to request confidentiality/anonymity. Every effort will be made to abide by this request to the extent appropriate for the matter, considering, among other factors, the safety of students, employees and the community;
• The right to receive amnesty for minor student misconduct violation (such as an alcohol or drug violation) that is ancillary to the incident;
• The right to be free from retaliation;
• The right to know the results and the rationale of any outcome, including relevant sanctions from any inquiry, hearing or appeal;
• The right to request an appeal from the Letter of Decision;
• The right to challenge the seating of any hearing officer on the appeal panel for good cause; and
• The right to raise bias or conflict of interest by the Title IX coordinator or any other individual handling a particular Title IX incident:
  • By a student giving written notice to the vice president for student services; or
  • By an employee giving written notice to the associate vice president of human resources.
• A written copy must also be provided to the Title IX coordinator for record-keeping purposes.

Rights of the responding party:

• The right to be treated with respect by GTC officials;
• The right to take advantage of campus support resources (such as counseling services, health services and EAP services for employees);
• The right to have an advisor of choice during this process; the advisor may not address or participate in any questioning during any interview or proceeding;
• The right to consult, at their own expense, with legal counsel for advice only; counsel may not address or participate in questioning during any interview or proceeding;
• The right to have grievances heard in substantial accordance with these procedures;
• The right to know the results and the rationale of any outcome, including relevant sanctions from any inquiry, hearing or appeal;
• The right to be provided written/electronic notice of allegation(s), account(s) of the alleged misconduct and notice of any scheduled hearing(s);
• The right to request an appeal from the Letter of Decision, except as noted above for employees subject to Human Resources procedures;
• The right not to participate in any hearing or to remain silent during the process, but that decision may not be the basis for an appeal;
• The right to a written decision specifying the violation and sanction imposed under the conditions specified in this procedure;
• The right to challenge the seating of any hearing officer on the appeal panel for good cause;
• The right to raise bias or conflict of interest by the Title IX coordinator or any other individual handling a particular Title IX incident:
  • By a student giving written notice to the vice president for student services; or
  • By an employee giving written notice to the associate vice president of human resources
  • A written copy must also be provided to the Title IX coordinator for record-keeping purposes.

VII. Resources and Reporting

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

Dean of Students Office
Barton Campus
Student Commons (Building 105), Room 201
Email: TitleIX@gvltec.edu
(864) 250-8102

Or

Title IX Deputy Coordinator
Courtney Stokes
Human Resources Director I

Email: Courtney.Stokes@gvltec.edu
Administration Building, Room 112
(864) 250-8989

Additional Resources:
Students may contact
Dr. Matteel Knowles
Vice President for Student Services
Email: Matteel.Knowles@gvltec.edu
Administration Building, Room 122
(864) 250-817

Employees may contact
Susan M. Jones
Vice President for Human Resources
Email: Susan.M.Jones@gvltec.edu
Administration Building, Room 113
(864) 258-8191

For additional information, external inquiries may be directed to
Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, SC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD# (877) 521-2172
Email: OCR@ed.gov

(This process was implemented by the GTC Title IX Team on 8/01/2017, updated 1/17/2020.)

Behavioral Intervention Team (BIT)

Purpose
Greenville Technical College expects and encourages students to demonstrate a reasonable concern for their own welfare. This is particularly true in the areas of self-harm and harm to others. In the event that the college is presented with a credible report that a student has harmed themselves or others, has a medical concern or is disruptive within the living and learning environment, the student may be required to attend mandatory assessments.

Reports that are submitted regarding student behavior or concerns are submitted to a panel that represents a cross-disciplinary team of qualified campus professionals. The panel will determine what type of assessment is appropriate with alternative interventions that are appropriate for the situation. This panel is referred to as the Behavioral Intervention Team (BIT) and they meet weekly to discuss all situations that have occurred in a seven day period.

Faculty and staff may contact the Dean of Students Office if they have non-immediate concerns about students and to notify of student absences. All immediate concerns should be referred to Campus Police.

Behavioral Intervention Team Members
• Dean of Students – Chair
• Associate Dean of Students – Co-Chair
• Chief of Campus Police
• Campus Pointe Representative
• Director of Counseling Services
• Director of Student Disability Services
• Academics Representative
• Director of the Collegiate Recovery Program

Ad Hoc Members
Other members of the campus community as needed.

The BIT has seven core members that meet weekly to address all cases that have occurred during the five instructional weekday period after each weekly meeting. These core members have been selected due to their positions at GTC allowing them to have unique information and experience in dealing with students. All ad hoc members could be called upon at any time to meet with BIT to offer specific information about a student. Appropriate personnel from the satellite campuses will be invited to attend once a month to provide input on that campus.

In the event of an emergency situation, core members will be phoned or emailed to determine a response plan. The chairperson or designee of BIT in addition to two other members must be present before a response plan can be implemented.

Termination/Suspension/Trespass Warnings
When the dean of students or his/her designee has reasonable cause to believe that the student’s presence on college premises or at a college-related or registered student organization activity poses a significant risk of substantial harm to the health or safety of others or to property, the student may be immediately administratively suspended from college premises, college-related activities or registered student organization activities and is not permitted to participate in, or complete academic coursework. This temporary suspension will be confirmed by a written statement and shall remain in effect until the conclusion of a full hearing or administrative decision, without undue delay, in accordance with the rules of the college. The process for Administrative Suspension as per the Student Handbook is as follows:

Administrative Suspension
1. If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the student involved to cease and desist such conduct and advise the student that failure to cease and desist may result in immediate administrative suspension. If the student fails to cease and desist, or if the student’s continued presence constitutes a danger, the president of the college, or his/her designee, may temporarily suspend the student from the college pending the outcome of a disciplinary hearing on the charge(s).
2. The president, or his/her designee, shall notify the chief student services officer in writing about the nature of the infraction and the name of the student before 5 p.m. of the first class day following the imposition of the administrative suspension. The chief student services officer will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the president or his/her designee.

In those situations where disruptive behavior (i.e., severe emotional problems; threat to the safety and health of an individual, group or students of the entire academic community) is exhibited by an individual student or group of students, the dean of students will take immediate action to determine if the student or students should be terminated as a student of GTC.

If the disruption is a result of an unresolved mental health issue, BIT will assemble to decide a course of action.

Upon receipt of a complaint or incident report the BIT team can direct the Campus Police to issue a trespass warning informing the student were they are not allowed and whom they must not contact.

Student Conduct Outcomes
The dean of students will share all disciplinary outcomes for acts of violence, disruption, threats and other pertinent offenses with the BIT team. However, the chief of Campus Police will follow up with complaints and confirm that BIT will take action on their report or forward it to the proper authorities.

Parental Notification
The notification of parents will be the responsibility of the dean of students. The college will notify the parents of dependent students that are placed on a behavioral contract or a behavioral response plan by BIT unless, in the college’s judgment, informing the parents will be detrimental to the student’s success.

Procedures for Addressing Disruptions Caused by Possible Mental Health Issues
Most disruptive or inappropriate behavior is subject to the GTC’s Student Disciplinary Procedures but, there are times when disruptive or inappropriate behavior is due to mental or emotional health issues of a student. If mental health issues are the basis for a student’s behavior they need to be dealt with for the benefit of the student as well as faculty, staff and other students. In recognition that disruptive or inappropriate behavior may be due to mental or emotional health issues, this procedure was developed as an alternative for handling such behavior in lieu of the student judiciary proceedings not to be tolerated and must be addressed. This procedure is intended to be proactive in addressing this issue.

Procedure
1. If anyone on campus is concerned that certain behavior may be the result of mental or emotional health issues, it should be reported in writing to the dean of students. The report should outline the concern by detailing the specific behavior of concern. This report should include
   A. The length of time and/or dates of the incident(s).
   B. Specific descriptors of mood
   C. What, if applicable, the person making the report has tried to do in order to alleviate the situation

2. It is preferred that the student or individual be informed by the person making the report, that his/her behavior is of concern and that a statement of concern was sent to the dean of students. When the statement is received; the dean of students will communicate with the student summarizing the concern and requesting the student meet with the dean of students to review the situation within 24 hours.

3. At the meeting, the dean of students will communicate the inappropriate behavior to the student and possible course of action to the student, which may include but is not limited to the following if it does not cease:
   A. The student will be evaluated by a member of the Counseling Services or Disability Services to determine whether their services are appropriate or, whether the student should work with an off-
The vice president for student services will consider the appeal and may overturn or modify the decision of the dean of students or the BIT.

The vice president for student services cannot modify the decision of the dean of students. This appeal must be submitted in writing to the vice president for student services within three school days of receipt of the written notice (of the decision of the BIT or the dean of students). This appeal must also be shared with the BIT and the Counseling Services director or Disability Services director who must also be allowed to share appropriate information with the BIT who will ultimately make and communicate the decision regarding his/her return to the student and to the college.

### Appeal

4. The student has the right to appeal the decision of the BIT and the dean of students. This appeal must be submitted in writing to the vice president for student services within three school days of receipt of the written notice (of the decision of the BIT or the dean of students) or such time as may be reasonable under the circumstances. The appeal must specify the basis for requesting a review of the report and recommendation. The right of appeal does not entitle the student to a full rehearing of his/her whole case. Recognized bases for appeal are (1) was the procedure followed? (2) has new evidence surfaced which has a direct bearing on this case?

5. The vice president for student services will consider the appeal and will communicate in writing to the student his/her decision to uphold, overturn or modify the decision of the dean of students or the BIT. The vice president for student services cannot modify the decision of the dean of students or BIT in a more severe or restrictive direction. The decision of the vice president for student services will be final.

### Procedures for Addressing Erratic Behavior and Behavior That Disrupts the Living and Learning Environment

BIT will utilize the National Center for the Analysis of Violent Behavior Threat Assessment Model along with the Aggression Management Continuum to analyze behavior. Together these models use a four-pronged assessment criterion: personality of the student, family dynamics, school dynamics and the student’s role in these dynamics and social dynamics. The BIT will also categorize the behavior as primal or cognitive-based upon the information received.

BIT will measure the context of what occurred/said, the intent of what occurred/said and the reaction of the recipient when measuring the threat. Consideration will be given to the following: what happened, who was involved, and when it did happen, where did it happen, why did it happen, how did it happen. BIT will utilize the findings of the National Center for the Analysis of Violent Behavior model and the Aggression Management Continuum to determine whether the behavior is low, moderate or high. Once the behavior is assigned a rating the appropriate response will be determined by the BIT.

The following is a guideline for determining the severity of behavior situations.

#### Low

These are behaviors that should indicate that a problem is developing and will likely continue without intervention.

**Behavior Examples:**
- Abusive language
- Excessive use of profanity
- Argumentative
- Lack of cooperation when requests are made
- Sexual comments, gestures or innuendoes
- Negative attitude toward the rules
- Displays of anger
- Emotionally erratic
- Veiled threats

**Recommendations:**
- Document incident
- Review behavioral expectations with student
- Utilize disciplinary system

#### Medium

These behaviors should indicate and escalation and without intervention and incident could occur.

**Behavior Examples:**
- Overt, covert or indirect threats
- Expessed desire to do harm to others
- Attempts to instigate fights
- Open defiance of the rules
- Belief that others are conspiring against them or persecuting them
- Violent notes sent to others
- Expessed suicidal thoughts or threats
- Physically acting out of anger
- Comments about weapons or stories of harming others. Severe emotional distress

**Recommendations:**
- Document incident
- Take to BIT for a response plan

#### High

These behaviors are dangerous and require immediate intervention.

**Behavior examples:**
- Clear intent to harm
- Physical assault
- Intense anger
- Overt threats to kill. Showing a weapon
Suicide attempt

Recommendations:
Call Police
Notify BIT

Procedures for Addressing Medical Concerns
Immediate referral to Disability Services.

Training/Case Management/Tracking and Monitoring
All BIT members will participate in yearly training and review case law changes and best practices.

Institutional Complaint Procedure

Purpose
Directives from the United States Department of Education and accreditation principles require institutions of higher education to establish procedures for resolving institutional complaints. Compliance requires the maintenance of a record of complaints received by the institution, related to all written complaints, a log recording a summary of the complaint, the person or office charged to resolve the complaint and the resolution or actions taken in response to the complaint.

This procedure specifically addresses any miscellaneous complaints against the institution that do not fall into the categories covered by the Student Code and Grievance process. The institutional catalog and student handbook provide for the Student Code and Grievance complaint process for the following specified situations which are not covered by this procedure:

1. Complaints regarding discrimination
2. Complaints regarding sexual harassment
3. Complaints regarding academic matters, excluding individual grades

Procedure
A formal institutional complaint is one that is submitted in writing, signed and sent to the attention of a Greenville Technical College (GTC) executive officer (president or vice president). The college will neither entertain complaints that are not in writing or which are anonymous; however, the college will consider complaints that are sent electronically or through facsimile transmission.

Complaints typically relate to one of four basic areas: Institutional Complaints, Student Grievances, Student Misconduct or Academic Misconduct. The intake system for these areas generally starts with a student discussion with a GTC employee. In the case of Student Misconduct and AcademicMisconduct, the process usually begins with an instructor or staff member. Regardless of the origin, the process will flow as follows:

1. Once an individual (complainant) has lodged a complaint to a GTC employee, it is up to that employee to do his or her best to address the problem at that level. The resolution could include discussing the problem with his or her immediate supervisor(s), or higher, but it always includes a discussion with the individual (complainant) regarding the outcome of the individual’s complaint. The complainant then has the option to accept the resolution or if he or she believes the resolution is insufficient or unacceptable, he or she must register a written complaint on GTC’s official Institutional Complaint Form (see Attachment A) within three working days after discussing the complaint with the employee.

2. After the complainant has lodged a formal written complaint, the form is forwarded to the office of the vice president for student services for disposition and tracking. The vice president for student services, or designee, will determine if the written complaint should be classified as one of the four problems noted above and route the issue accordingly. Once the formal written complaint is submitted, the college will acknowledge it, in writing, within two working days of its receipt. Within five working days after acknowledging receipt of the complaint, the appropriate college personnel will review the complaint and its documentation and determine:
   • if the complainant falls within the scope of college policies;
   • if the complainant has provided adequate documentation;
   • if the complaint identifies issues that may jeopardize the quality of educational programs or the general welfare and integrity of the college; and
   • if the complaint raises significant questions about the college’s compliance with college standards.

3. **Institutional Complaint.** If the issue is classified as an Institutional Complaint against a specific department, the vice president for student services, or designee, will forward the Institutional Complaint Form to the appropriate department head and other personnel either named in the complaint or who have basic knowledge of policies impacting the complaint. Within five working days, the department head will review the form, determine if any additional action is required and respond in writing to the vice president for student services. The vice president for student services, or designee, will review the written response from the department head and others contacted, confer with the appropriate dean, or vice president for learning and workforce development if the issue is related to faculty members or academic staff members, and make a decision.

The vice president for student services, or designee, will communicate the decision to the complainant in writing, within five working days after the decision. Once an Institutional Complaint has been reviewed by the vice president for student services, or designee, and a decision has been made, that decision is final and the issue may not be appealed.

4. **Student Grievance.** If the issue is classified as a Student Grievance, the due process procedures listed in the GTC Student Handbook, Student Grievance Procedure, Sections I-IV will be followed. These procedures provide specific direction for student grievances and the appeal process used if desired. The student grievance appeal process may escalate to the president, whose decision is final.

5. **Student Misconduct.** If the dean of students determines that a complaint should be classified as Student Misconduct, the due process procedures listed in the Student Handbook, Student Misconduct, Section IV, C will be followed. These procedures provide specific direction addressing student misconduct issues and the appeal process if desired. A student misconduct appeal process may escalate to the president whose decision is final.

6. **Academic Misconduct.** If the issue is determined to be an Academic Misconduct issue, the vice president for learning and workforce development, or designee, will resolve the issue using the due process procedures outlined in the Academic Affairs policy and procedure for Academic Misconduct. This procedure incorporates tracking, appeal and final resolution for all Academic Misconduct complaints and is in full compliance with the Academic Misconduct
procedures listed in the Student Handbook, Academic Misconduct, Section IV B.

7. Tracking and Notification. For all written complaints other than academic misconduct, the office of the vice president for student services tracks, maintains a log of complaints and manages the process, including notification to the complainant.

For all academic misconduct issues, the vice president of learning and workforce development is responsible for tracking, maintaining a log of complaints, managing and notifying students.

The college will maintain a log of complaints and periodically review the types of complaints filed. Steps will be taken to address any patterns(s) that may be observed in the review.

These procedures will be published in the Consumer Information section of the college web site, the Student Handbook, Faculty and Academic Staff Manual and an abbreviated version in all syllabi, noting the first steps for registering a complaint and where the form is located. The form for an institutional complaint will be available in each vice president’s office. Once completed and signed by the complainant, the form must be forwarded to the vice president for student services to be processed within three working days.

References
1.1. SBTCE Policy 3-2-106, Student Code and Grievance Procedure
1.2. SBTCE Procedure 3-2-106.1, The Student Code for the South Carolina Technical College System
1.3. SBTCE Procedure 3-2-106.2, The Student Grievance Procedure of the South Carolina Technical College System
1.4. Greenville Technical College Student Handbook
1.5. Academic Affairs Procedure for Academic Misconduct.
SCHOOL OF ACADEMIC ADVANCEMENT

From enrollment to graduation, the faculty and staff of the School of Academic Advancement are committed to preparing students for college coursework and experiences. Together, we strive to connect students with people, courses, services, resources and opportunities that can help them meet their goals.

Course Instruction

College Skills Success Courses (p. 76)

Whether a student has recently completed high school or returned to college after years of work or family life, college can seem overwhelming. COL 105 Freshman Seminar, required for most associate degree programs, is designed to prepare students for the college classroom and beyond. With guidance from our faculty, students improve study, note-taking and test-taking skills, identify their learning style, build time management skills, explore career options and learn about campus services and resources that will keep them on track.

Transitional Studies Courses (p. 75)

Transitional Studies faculty members teach courses that prepare students to take college-level instruction. If college placement test scores indicate students need help in English, reading or math, our instructors help students refresh and upgrade skills that provide the foundation for success in their chosen majors.

English as a Second Language (ESL) Courses

ESL courses strengthen the knowledge and use of the English language for non-native speakers. Courses are offered in listening and speaking; reading; writing composition; and grammar and punctuation. Classes are taught using a combination of teaching techniques, including lectures, group assignments and computer-assisted programs. Students who are non-native speakers of English and who wish to pursue a college degree are strongly encouraged to enroll in ESL classes.

Acceleration Opportunities

Test for Success Workshops

The Test for Success program is designed to prepare students for the College’s placement test and helps them navigate Transitional Studies course choices if they do not meet their program entrance requirements based on test scores. Students are encouraged to take Test for Success workshops in math, reading and English to brush up on skills before retaking the placement test.

Accelerate Math

The Accelerate Math program is offered to students who have placed into Transitional Studies Math (MAT 100 Introductory College Math (Non-Degree Credit) and MAT 105 Introduction to College Algebra). The program is a flexible, affordable and low-stress way for students to practice their skills and build their confidence in preparation for math courses. In many cases, Accelerate Math participants are able to advance to a higher level of math than their initial placement—saving time and money.

For a $35 fee, students receive six weeks of access to web-based, self-paced math software. The software is designed to help students identify math strengths and weaknesses and develop an improvement plan. To help students navigate the software and math concepts, math faculty are available in the computer lab located in the Math Center on the third floor of the University Transfer Building (Bldg. 104) on the Barton Campus.

Accelerated Course Formats

To help students progress through courses as quickly as possible while also providing a solid foundation, the Transitional Studies department schedules a variety of accelerated course options each semester. Students should consult their advisors to identify the best opportunities for acceleration. Acceleration course formats include:

Emporium Math

By completing one five-credit course, students could potentially satisfy requirements for one or both Transitional Studies math courses. Students begin the course by taking a diagnostic test and working with their instructors to create a course learning plan. The emporium option is recommended for motivated self-learners who are computer literate, strong readers and close to the cut-off score for placing into a higher-level course.

Fast Track English and reading courses

The Fast Track course option offers lecture-style classes compressed into seven weeks.

English+ (English Plus) accelerated learning courses

English+ courses are opportunities for students who score at the high end of ENG 100 Introduction to Composition (Non-Degree Credit) placement to earn credit for both ENG 101 English Composition I* and RWR 100 Integrated Transitional Reading and English (Non-Degree Credit) in the same semester.

• Qualified students register for two three-credit courses—a traditional ENG 101 English Composition I* with a supplementary RWR 100 Integrated Transitional Reading and English (Non-Degree Credit) course that includes fewer students and more individualized instruction.

• The RWR 100 Integrated Transitional Reading and English (Non-Degree Credit) course meets immediately after the ENG 101 English Composition I* course, and the same instructor teaches both courses.

• A typical RWR 100 Integrated Transitional Reading and English (Non-Degree Credit) class meeting will include discussion and review of the material presented in ENG 101 English Composition I*; intensive work on grammar, editing, developing ideas, organization and documentation; and strategies to improve critical reading skills.

Students who successfully complete all learning outcomes for RWR 100 Integrated Transitional Reading and English (Non-Degree Credit) and ENG 101 English Composition I* earn credit for both classes.

Students who are successful in RWR 100 Integrated Transitional Reading and English (Non-Degree Credit) but do not pass ENG 101 English Composition I* will earn credit for RWR 100 Integrated Transitional Reading and English (Non-Degree Credit) only, but they will have the opportunity to re-take ENG 101 English Composition I* as a stand-alone course the next semester.

Students who do not pass RWR 100 Integrated Transitional Reading and English (Non-Degree Credit) or ENG 101 English Composition I* will be required to enroll in a regular section of RWR 100 Integrated Transitional Reading and English (Non-Degree Credit) in a subsequent semester.
Academic Support Services
The faculty and staff of the School of Academic Advancement recognize that the time that students spend outside of class can impact learning and academic performance. That is why we plan services and extracurricular activities to provide additional support.

Early Advising Center
After completing placement testing, students who place into transitional course(s) are referred to the Early Advising Center where they are advised on transitional course work and acceleration options that may allow them to enter their curriculum courses sooner. As part of the Test for Success Express program offered in the Early Advising Center, students may also work with Transitional Studies instructors to review math, English and reading concepts before attempting to retake the placement test.

Caring Corner
The Caring Corner is an emergency food pantry dedicated to helping students who are in need. The Caring Corner provides food, hygiene items and diapers, as well as vouchers that can be used by students who need clothing and household items. These vouchers can be used to purchase items at a thrift store through a community partnership.

Financial Education Center
The vision of the Financial Education Center is to empower students and employees to attain their academic, career and life goals. Staff members host engaging activities to help students successfully transition into college by connecting them with resources and services. For online or after-hours support, students can also access presentations and workshops.

Find Your E (First Year Experience)
Through the First Year Experience (FYE) program, our faculty and staff members host engaging activities to help students successfully transition into college by connecting them with resources and services. FYE events include Get the Scoop! and Warm Up to GTC information fairs, Welcome Tents, Hey Day!, an Academic Majors Fair, as well as a variety of Lunch and Learn programs.

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

Academic Coaching
It has been said that our academic coaches teach students how to “do college.” Students work with coaches to build study and technology skills, improve time management skills, make connections for success and more. In addition to offering appointments and workshops, our coaches frequently reach out to students who have been referred to them for extra help with grades, attendance or technology skills.

Tutoring
When students need to better understand concepts, complete assignments or review for tests, tutors are ready to help. On every campus, our tutors invite students to register for workshops or schedule one-on-one appointments in many subject areas. Students enrolled in curriculum and Transitional Studies courses may receive tutoring assistance from the Math Center, Writing Center and/or Subject Tutoring areas. For online or after-hours support, students can also access 24/7 tutoring assistance by clicking on Brainfuse™ links posted in all Blackboard courses.

Libraries and Computer Labs
Staff members in our campus libraries and computer labs ensure that students can access a wide range of information resources and software that support college courses and programs. Services and programs are designed to connect students to the right resources and teach them how to use information and technology effectively.

Academic Testing Center
Located on the Barton Campus, the Academic Testing Center provides professional test proctoring services in a well-equipped testing environment where students may complete tests, exams, comprehensive examinations and national examinations.

PATH Transfer Center
The Planning and Transfer Headquarters (PATH) is an essential resource for students planning to continue their education at a four-year college or university. The PATH staff assists students in preparing a smooth transition to other institutions by providing them information, resources and academic planning services. PATH also hosts Transfer Days and other events to provide students with opportunities to meet representatives from four-year colleges and universities on campus to learn more about the senior institutions and their transfer options.

Creative Inquiry
The Creative Inquiry program is supported by the School of Academic Advancement. For more details about Creative Inquiry courses, please see the "Other Educational Opportunities (p. 32)” section.

Global Education
Greenville Tech’s Global Education program is supported by the School of Academic Advancement. For more information about the opportunities associated with this program, please see the “Other Educational Opportunities (p. 32)” section of the Student Handbook and Catalog.

Visit our web page at https://www.gvltec.edu/academic-advancement-support/.

Transitional Studies Department

Program Description
Transitional Studies courses provide an excellent starting point for students who score at or above minimum entrance scores on the college’s placement test but below program entrance requirements.

Transitional Studies courses may transfer to other South Carolina technical colleges but do not transfer to four-year colleges and universities.

Mission Statement
The mission of the Transitional Studies Department is to prepare students for success in college-level classes through strengthening writing, reading, mathematical and critical thinking skills.

Type of Program
Day, night, weekend, partially online
Requirements for Completion
Students move into college-level courses and programs by completing Transitional Studies course work with a grade of "C" or better.

Related Areas
English, Reading, Mathematics, English as a Second Language
Visit our web page at https://www.gvltec.edu/transitional_studies/.

Requirements and Course Options

TS English
TS English courses are taught in various formats: face-to-face, online, fast track, learning communities and English Plus.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 032</td>
<td>Developmental English</td>
<td>3</td>
</tr>
<tr>
<td>ENG 100</td>
<td>Introduction to Composition (Non-Degree Credit)</td>
<td>3</td>
</tr>
</tbody>
</table>

Reading
Reading courses are taught in a variety of formats, including face-to-face, hybrid, learning communities and fast track.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDG 032</td>
<td>Developmental Reading</td>
<td>3</td>
</tr>
<tr>
<td>RDG 100</td>
<td>Critical Reading (Non-Degree Credit)</td>
<td>3</td>
</tr>
</tbody>
</table>

Read-Write
Course Title Hours
RWR 032 Integrated Developmental Reading and Developmental English 3
RWR 100 Integrated Transitional Reading and English (Non-Degree Credit) 3

English as a Second Language (ESL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 010</td>
<td>Communication I</td>
<td>1</td>
</tr>
<tr>
<td>ESL 011</td>
<td>Reading/Writing I</td>
<td>1</td>
</tr>
<tr>
<td>ESL 012</td>
<td>Grammar I</td>
<td>1</td>
</tr>
<tr>
<td>ESL 013</td>
<td>Pronunciation I</td>
<td>1</td>
</tr>
<tr>
<td>ESL 014</td>
<td>Communication II</td>
<td>1</td>
</tr>
<tr>
<td>ESL 015</td>
<td>Reading/Writing II</td>
<td>1</td>
</tr>
<tr>
<td>ESL 016</td>
<td>Grammar II</td>
<td>1</td>
</tr>
<tr>
<td>ESL 017</td>
<td>Pronunciation II</td>
<td>1</td>
</tr>
<tr>
<td>ESL 018</td>
<td>Grammar III</td>
<td>1</td>
</tr>
<tr>
<td>ESL 019</td>
<td>Composition</td>
<td>1</td>
</tr>
</tbody>
</table>

TS Mathematics
TS math courses are taught in various formats: face-to-face, online, emporium and learning communities.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 100</td>
<td>Introductory College Math (Non-Degree Credit)</td>
<td>5</td>
</tr>
<tr>
<td>MAT 105</td>
<td>Introduction to College Algebra</td>
<td>5</td>
</tr>
</tbody>
</table>

Visit https://www.gvltec.edu/transitional_studies/ for more information about Transitional Studies course offerings.

Academic Connections Department – College Success Courses
Mission Statement
To provide students with a skill set to achieve success throughout college and beyond.

Course Offerings
Courses are available day, night and weekend in face-to-face, online, hybrid, fast-track and learning community formats. College Skills courses provide success guidance and strategies for students who have recently graduated from high school or are returning to college after being in the workforce. Courses are designed to help students learn about campus resources; build time management skills; improve study, note-taking and test-taking skills; identify learning styles and explore career options.

Many associate degree programs require the completion of the COL 105 Freshman Seminar in the first semester of the program of study. COL 105 Freshman Seminar and COL 111 E-Learning Success are curriculum courses with possible transfer options to four-year colleges and universities. COL 103 College Skills and COL 107 Computer Literacy Skills for College Success are developmental courses and typically do not transfer to other institutions.

For information about requirements for taking COL 111 E-Learning Success, refer to Online Learning Programs in the Other Educational Opportunities (p. 32) section of the Student Handbook and Catalog.

Visit our web page at https://www.gvltec.edu/academic-connections/.

Requirements and Course Options

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 103</td>
<td>College Skills</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>COL 107</td>
<td>Computer Literacy Skills for College Success</td>
<td>3</td>
</tr>
<tr>
<td>COL 111</td>
<td>E-Learning Success</td>
<td>1</td>
</tr>
</tbody>
</table>

Visit https://www.gvltec.edu/collegeskills/ for more information about the college success offerings.
SCHOOL OF ADVANCED MANUFACTURING & ENGINEERING TECHNOLOGY

The School of Advanced Manufacturing & Engineering Technology at Greenville Technical College provides classes for over 1,000 credit and non-credit students annually to include dual-enrolled high school students. The school offers the Bachelor of Applied Science Degree, the Associate in Applied Science Degree and Certificate in Applied Science credentials. Eight departments are part of this school:

- Advanced Manufacturing Technology
- Architectural Engineering Technology
- Construction Engineering Technology
- CNC (Computer Numerical Control) / Machine Tool
- Electronics Engineering Technology
- Engineering Design Technology
- Mechanical Engineering Technology
- Mechatronics

Engineering Transfer Tracks are also offered as an option within the Associate of Science degree Transfer Tracks (p. 119), including tracks for Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering and Mechanical Engineering.

Classes for these departments are taught by 25 full-time faculty and additional adjunct faculty members. Uniquely, the school offers many experiential learning opportunities through internships, apprenticeships and tech-scholar programs with local industry, as well as intensive hands-on learning opportunities within the Center for Manufacturing Innovation.


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

Associate Degrees
- Architectural Engineering Technology Associate in Applied Science (p. 79)
- Computer Numerical Control (CNC) Programming and Operations Associate in Applied Science (p. 88)
- Construction Engineering Technology Associate in Applied Science (p. 81)
- Construction Engineering Technology Associate in Applied Science with Transfer to Clemson University Construction Science and Management (p. 82)
- Electronics Engineering Technology Associate in Applied Science (p. 83)
- Engineering Design Technology Associate in Applied Science (p. 86)
- Machine Tool Technology Associate in Applied Science (p. 89)
- Mechanical Engineering Technology Associate in Applied Science (p. 89)
- Mechatronics Technology Associate in Applied Science (p. 92)

Certificates
- 3D Design & Digital Manufacturing Certificate in Applied Science (p. 84)
- 3D Modeling CAD Design Certificate in Applied Science (p. 85)
- Basic Machine Operations Certificate in Applied Science (p. 87)
- CNC Machine Operator Certificate in Applied Science (p. 87)
- Mechatronics I Certificate in Applied Science (p. 91)
- Mechatronics II Certificate in Applied Science (p. 92)
- Production Technology Associate I Certificate in Applied Science (p. 93)

Visit our web page at https://www.gvltec.edu/manufacturing-engineering/.

Advanced Manufacturing Technology

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

Advanced Manufacturing Technology Bachelor in Applied Science

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

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

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

Entrance Requirements
See “Program Requirements” Section for complete requirements.

Type of Program
Part-time Evening

Visit our web page at https://www.gvltec.edu/advanced-manufacturing/.
Program Requirements
Acceptance to the college does not guarantee immediate acceptance into the Bachelor in Applied Science in Advanced Manufacturing Technology program. Prior to consideration of acceptance, the following must be met:

- Applicants must have completed an associate degree in one of these five majors or a comparable program of study:
  - Mechatronics Technology (formerly Industrial Maintenance Technology)
  - Machine Tool Technology
  - Computer Numerical Control (CNC) Programming and Operations
  - Mechanical Engineering Technology
  - Electronics Engineering Technology

- Students may transfer up to 42 technical program credits from one of the above associate degrees. Students with fewer than 42 technical credits will be required to take additional electives during the BAS program. Also, students who haven’t completed a social science and/or humanities course will be required to complete such courses during the BAS program.
  - Transfer credits will not be awarded for any 300 or 400 level course from a non-baccalaureate degree institution.
  - Applicants must have a GPA of 2.5 and a grade of “C” or higher in all technical courses within the completed associate degree.
  - Applicants must have completed ENG 101 English Composition I* or ENG 165 Professional Communications.
  - Applicants must have completed or be eligible for MAT 110 College Algebra* and MAT 120 Probability and Statistics*.
  - Applicants may apply for prior learning (PLA) credit for individual courses, according to GTC policy. PLA or transfer credit will not be awarded for MFG 481 Industry Capstone Project I or MFG 482 Industry Capstone Project II.
  - Applicants must complete the online college orientation and then attend a PASS session.
  - Applicants must complete and submit the program application form.

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

Requirements for Completion
This program requires a minimum grade of “C” in all MFG and EGR courses and MAT 110 College Algebra* and MAT 120 Probability and Statistics*.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a part-time evening schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First Semester</td>
<td></td>
</tr>
</tbody>
</table>

| Transfer Credits  | Technical Transfer Credits | 42    |
| Social Science Transfer Credits | 3         |
| Humanities Transfer Credits | 3         |

| Second Semester  | ENG 101 English Composition I*            | 3     |
|                  | MAT 110 College Algebra*                   | 3     |
|                  | MFG 340 Computer-Aided Design for Manufacturing Engineering | 3     |
|                  | MFG 321 Advanced Manufacturing Lab I       | 2     |

| Third Semester   | ENG 102 English Composition II*           | 3     |
|                  | MFG 310 Manufacturing Quality              | 3     |
|                  | MFG 322 Advanced Manufacturing Lab II      | 2     |

| Fourth Semester  | SPC 205 Public Speaking*                  | 3     |
|                  | MFG 323 Advanced Manufacturing Lab III     | 2     |
|                  | MFG 330 Manufacturing Project Management   | 3     |
|                  | MFG 350 Production Process Planning       | 3     |

| Fifth Semester   | MFG 370 Principles of Lean Manufacturing   | 3     |
|                  | Manufacturing Technology Elective          | 4     |
|                  | Operations Management Elective            | 3     |

| Sixth Semester   | Manufacturing Technology Elective          | 4     |
|                  | Operations Management Elective            | 3     |
|                  | MFG 360 Leadership in Manufacturing        | 3     |

| Seventh Semester | General Education Elective                | 3     |
|                  | General Education Elective                | 3     |
|                  | MFG 481 Industry Capstone Project I       | 2     |
|                  | MFG 491 Advanced Manufacturing Senior Seminar I | 2     |

| Eighth Semester  | MFG 482 Industry Capstone Project II      | 2     |
|                  | MFG 492 Advanced Manufacturing Senior Seminar II | 2     |
|                  | Natural Science w/Lab                     | 4     |

Total Required Credit Hours 125

1 MAT 110 College Algebra* and MAT 120 Probability and Statistics* must be completed prior to 3rd semester in the bachelor degree program.

2 Manufacturing Technology electives may include:
  - MFG 401 Advanced Metrology
  - MFG 402 Additive Manufacturing
  - MFG 403 Robotics & Automated Controls III
  - MFG 404 Programmable Logic Controllers IV

A minimum of two manufacturing technology electives is required.
Operations Management electives may include:

- MFG 311 Work Design, Ergonomics and Safety
- MFG 312 Manufacturing Enterprise Resource Management
- MFG 313 Strategic Sourcing and Procurement
- MFG 314 Finance for Manufacturing

A minimum of two operations management electives is required.

Natural Science: CHM 105 General Organic & Biochemistry, PHS 101 Physical Science I or PHY 201 Physics * recommended

### Architectural Engineering Technology

#### Programs

- Architectural Engineering Technology Associate in Applied Science (p. 79)
- Architecture Engineering Technology Transfer Track to Clemson University School of Architecture (p. 80)

#### Associate in Applied Science

**Program Description**

This program trains students to convert preliminary designs from architects and engineers into working drawings and specifications, as well as plan, supervise and estimate preliminary costs of construction projects.

**Mission Statement**

Graduates of the Architectural Engineering Technology associate degree will be prepared with the technical skills necessary to enter careers with construction industry vendors, sub-contractors and design-build contractors, and architectural and engineering firms. Graduates will have gained knowledge in the building of residential and commercial facilities and will be equipped with the ability to create basic construction documents. Students will be prepared for CAD drafting and limited code analysis in an office environment.

**Entrance Requirements**

Acceptable placement test score(s); plus high school diploma or GED

**Type of Program**

Day or evening

**Program Accreditation**

The AET program is accredited by the Engineering Technology Accreditation Commission of ABET, https://www.abet.org/.

**Employment Opportunities**

Architectural and engineering firms, construction companies, retail and wholesale suppliers of building materials

**Transfer Options**

Graduates may continue their training for two or more years at four-year institutions offering Bachelor of Engineering Technology programs.

Visit our web page at https://www.gvltec.edu/aet/.

### Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

**Note:** Please contact your advisor for recommended evening schedules.

The course schedule listed is designed for students who begin the program with ENG 101 English Composition I* and MAT 110 College Algebra* based on the placement test.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AET 105</td>
<td>Construction Documents</td>
<td>3</td>
</tr>
<tr>
<td>AET 110</td>
<td>Architectural Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>ARV 121</td>
<td>Design</td>
<td>3</td>
</tr>
<tr>
<td>CET 120</td>
<td>Construction Materials</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>EGR 130</td>
<td>Engineering Technology Applications and Programming (preferred)</td>
<td>3</td>
</tr>
<tr>
<td>or CPT 170</td>
<td>Microcomputer Applications</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>18</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AET 101</td>
<td>Building Systems I</td>
<td>3</td>
</tr>
<tr>
<td>AET 103</td>
<td>International Building and Residential Codes</td>
<td>3</td>
</tr>
<tr>
<td>AET 127</td>
<td>Building Information Modeling</td>
<td>3</td>
</tr>
<tr>
<td>AET 111</td>
<td>Architectural Computer Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>PHY 201</td>
<td>Physics *</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>16</td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AET 150</td>
<td>Preliminary Project Estimating</td>
<td>2</td>
</tr>
<tr>
<td>CET 103</td>
<td>Construction Surveying</td>
<td>2</td>
</tr>
<tr>
<td>MAT 111</td>
<td>College Trigonometry*</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective (ART 101 recommended)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>10</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AET 122</td>
<td>Basic Design Theory</td>
<td>3</td>
</tr>
<tr>
<td>AET 221</td>
<td>Architectural Computer Graphics II</td>
<td>4</td>
</tr>
<tr>
<td>CET 115</td>
<td>Mechanical &amp; Electrical Systems</td>
<td>2</td>
</tr>
<tr>
<td>EGR 194</td>
<td>Statics and Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>16</td>
</tr>
<tr>
<td>Fifth Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AET 225</td>
<td>Architectural Design Senior Project (or co-op)</td>
<td>4</td>
</tr>
<tr>
<td>AET 231</td>
<td>Architectural Computer Graphics III</td>
<td>4</td>
</tr>
<tr>
<td>CET 220</td>
<td>Concrete and Steel Design</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>or SOC 101</td>
<td>Introduction to Sociology*</td>
<td></td>
</tr>
</tbody>
</table>
Architecture Engineering Technology Transfer Track to Clemson University School of Architecture

Program Description
Graduates of the Architectural Engineering Technology associate degree will be prepared with the technical skills necessary to enter careers with construction industry vendors, sub-contractors, design-build contractors, and architectural and engineering firms. Graduates will have gained knowledge in the building of residential and commercial facilities and will be equipped with the ability to create basic construction documents. Students will be prepared for CAD drafting and limited code analysis in an office environment.

Entrance Requirements
Acceptable placement test score(s)

Type of Program
Day or evening

Requirements for Completion
- The students’ cumulative grade point ratio must be 2.8 or higher. A grade of “C” or better is necessary for all courses applied toward a bachelor’s degree.
- The student must achieve the minimum score on the South Carolina Education Entrance Examination and forward the scores to Clemson University.
- Each student at Greenville Tech who intends to follow this program must sign the “Student Transfer Agreement” document before completing 30 credit hours at Greenville Tech.

Employment Opportunities
Architectural and engineering firms, construction companies, retail and wholesale suppliers of building materials.

Transfer options
Graduates may also continue their education at four-year institutions offering Bachelor of Engineering Technology programs. Students interested in transferring should take University Transfer courses and meet with their advisor for assistance.

Visit our web page at https://www.gvltec.edu/aet/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule.

Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AET 110 Architectural Graphics I (Clemson Univ. ARCH 101)</td>
<td>3</td>
</tr>
<tr>
<td>ARV 121 Design (Clemson Univ. ART 1510)</td>
<td>3</td>
</tr>
<tr>
<td>CET 120 Construction Materials (Clemson Univ. CSM 203)</td>
<td>3</td>
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<tr>
<td>Select one of the following:</td>
<td>3</td>
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<tr>
<td>EGR 130 Engineering Technology Applications and Programming (preferred)</td>
<td></td>
</tr>
<tr>
<td>CPT 170 Microcomputer Applications (Clemson Univ. CPSC 120)</td>
<td></td>
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<tr>
<td>ENG 101 English Composition I* (Clemson Univ. ENGL 101)</td>
<td>3</td>
</tr>
<tr>
<td>MAT 111 College Trigonometry* (Clemson Univ. MATH 103)</td>
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<tr>
<td>Total Semester Hours</td>
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<tr>
<td>ARV 122 3-Dimensional Design I (Clemson Univ. ART 1520)</td>
<td>3</td>
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<tr>
<td>AET 127 Building Information Modeling (No transfer credit)</td>
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<tr>
<td>AET 111 Architectural Computer Graphics I (Clemson Univ. ENGR 2100 + ENGR 2999)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II* (Clemson Univ. ENGL 103)</td>
<td>3</td>
</tr>
<tr>
<td>MAT 140 Analytical Geometry and Calculus I* (Clemson Univ. MTHSC 106)</td>
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</tr>
<tr>
<td>PHY 201 Physics I* (Clemson Univ. PHYS 207/PHYS 209)</td>
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<tr>
<td>Total Semester Hours</td>
<td>20</td>
</tr>
<tr>
<td>AET 101 Building Systems I</td>
<td>3</td>
</tr>
<tr>
<td>AET 103 International Building and Residential Codes</td>
<td>3</td>
</tr>
<tr>
<td>AET 105 Construction Documents (Clemson Univ. CSM 204)</td>
<td>3</td>
</tr>
<tr>
<td>ART 101 Art History and Appreciation* (Clemson Univ. AAH 210)</td>
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<tr>
<td>Language Elective</td>
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<td>Total Semester Hours</td>
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<td>Total Required Credit Hours</td>
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</tr>
</tbody>
</table>

Submit Transfer Application to Clemson School of Architecture (Complete 30 semester hours including ENG 102 English Composition II*, MAT 140 Analytical Geometry and Calculus I* and PHY 201 Physics I*)

Other possible transfer courses that will complete your AET degree:
### Construction Engineering Technology Associate in Applied Science

**Program Description**

This program prepares students for limited site supervision, contracting, estimating, scheduling and assistant project management in a construction office.

**Mission Statement**

Graduates of the Construction Engineering Technology associate degree will be prepared with the technical skills necessary to enter careers with construction companies, highway departments, contractors, and architectural and engineering firms. Graduates will have gained knowledge in the building, operation and maintenance of buildings and infrastructure and will be equipped with the ability to utilize basic construction documents to participate in construction activities. Students will be prepared for limited site supervision, estimating, scheduling and assistant project management in a construction office.

**Entrance Requirements**

Acceptable placement test score(s), plus high school diploma or GED.

**Type of Program**

Day or evening

**Professional Credentials**

Graduates are prepared to take the South Carolina General Contractors and the South Carolina Residential Contractors exams. Students must have one year of work experience under a licensed contractor. It is advised to review eligibility requirements with the LLR.

**Program Accreditation**

The CET program is accredited by the Engineering Technology Accreditation Commission of ABET, https://www.abet.org/.

**Employment Opportunities**

Construction companies, estimating firms, highway departments, builders, architectural/engineering firms

**Transfer Options**

Graduates may continue their education toward a Bachelor of Science degree at Clemson University or at four-year institutions offering Bachelor of Engineering Technology programs. Students interested in transferring should take University Transfer courses and meet with their advisor for assistance.

Visit our web page at https://www.gvltec.edu/cet/.

**Recommended Program Schedule**

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

---

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>AET 122</td>
<td>Basic Design Theory</td>
<td>3</td>
</tr>
<tr>
<td>AET 221</td>
<td>Architectural Computer Graphics II (No transfer credit)</td>
<td>4</td>
</tr>
<tr>
<td>EGR 194</td>
<td>Statics and Strength of Materials (Clemson Univ. CSM 201)</td>
<td>4</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking* (Clemson Univ. COMM 250)</td>
<td>3</td>
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<tr>
<td>Language Elective</td>
<td></td>
<td>3-4</td>
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<td><strong>Total Semester Hours</strong></td>
<td></td>
<td>17-18</td>
</tr>
<tr>
<td>AET 231</td>
<td>Architectural Computer Graphics III (Elective)</td>
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</tr>
<tr>
<td>AET 225</td>
<td>Architectural Design Senior Project</td>
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<tr>
<td>CET 220</td>
<td>Concrete and Steel Design (Clemson Univ. CSM 202)</td>
<td>3</td>
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<tr>
<td>Math/Science elective</td>
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<td>3-4</td>
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<tr>
<td>Minor</td>
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<td>3-4</td>
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<td><strong>Total Semester Hours</strong></td>
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<td>17-19</td>
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<tr>
<td>AET 150</td>
<td>Preliminary Project Estimating (No transfer credit)</td>
<td>2</td>
</tr>
<tr>
<td>CET 103</td>
<td>Construction Surveying (Clemson Univ. AGM 221)</td>
<td>2</td>
</tr>
<tr>
<td>CET 115</td>
<td>Mechanical &amp; Electrical Systems (Elective)</td>
<td>2</td>
</tr>
<tr>
<td>Language Elective</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td></td>
<td>9-10</td>
</tr>
</tbody>
</table>

**Note:** See General Education course listing in this catalog for courses marked that are acceptable to transfer as Humanities or Social Science electives to Clemson. Note that engineering majors at Clemson require at least one of the five Humanities/SS electives to be a literature course; one Humanities course that meets Cultural Awareness understanding; and one Social Science course that meets Science & Technology in Society awareness. Since requirements can change at other institutions at any time, it is well-advised for students to get in touch with the department head of the program you wish to transfer into to ensure you are meeting the correct requirements for entrance into that program.

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### Construction Engineering Technology Programs

- Construction Engineering Technology Associate in Applied Science (p. 81)
- Construction Engineering Technology Associate in Applied Science with Transfer to Clemson University Construction Science and Management (p. 82)
The course schedule listed is designed for students who begin the program with ENG 101 English Composition I* and MAT 110 College Algebra* based on the placement test.

**Note:** Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
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<tr>
<td><strong>First Semester</strong></td>
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<td></td>
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<tr>
<td>AET 105</td>
<td>Construction Documents</td>
<td>3</td>
</tr>
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<td>Architectural Graphics I</td>
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<tr>
<td>CET 120</td>
<td>Construction Materials</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
<td>3</td>
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<td><strong>Total Semester Hours</strong></td>
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<tr>
<td><strong>Second Semester</strong></td>
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<td></td>
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<tr>
<td>AET 101</td>
<td>Building Systems I</td>
<td>3</td>
</tr>
<tr>
<td>AET 103</td>
<td>International Building and Residential Codes</td>
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<td>CET 103</td>
<td>Construction Surveying</td>
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<tr>
<td>PHY 201</td>
<td>Physics I*</td>
<td>4</td>
</tr>
<tr>
<td>EGR 130</td>
<td>Engineering Technology Applications and Programming (preferred)</td>
<td>3</td>
</tr>
<tr>
<td>or CPT 170</td>
<td>Microcomputer Applications</td>
<td></td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Hours</strong></td>
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</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 111</td>
<td>College Trigonometry*</td>
<td>3</td>
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<tr>
<td></td>
<td>Select one of the following:</td>
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<tr>
<td>ECO 211</td>
<td>Microeconomics* (preferred)</td>
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<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
<td></td>
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<tr>
<td>SOC 101</td>
<td>Introduction to Sociology*</td>
<td></td>
</tr>
<tr>
<td>Humanities elective (ART 101 recommended)</td>
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<td>3</td>
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<tr>
<td></td>
<td><strong>Total Semester Hours</strong></td>
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</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
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<td></td>
</tr>
<tr>
<td>CET 115</td>
<td>Mechanical &amp; Electrical Systems</td>
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</tr>
<tr>
<td>CET 230</td>
<td>Construction Management</td>
<td>3</td>
</tr>
<tr>
<td>CET 232</td>
<td>Construction Estimating I</td>
<td>4</td>
</tr>
<tr>
<td>EGR 194</td>
<td>Statics and Strength of Materials</td>
<td>4</td>
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<tr>
<td><strong>Fifth Semester</strong></td>
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<td></td>
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<tr>
<td>AET 127</td>
<td>Building Information Modeling (or department head-approved elective)</td>
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</tr>
<tr>
<td>CET 220</td>
<td>Concrete and Steel Design</td>
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</tr>
<tr>
<td>CET 236</td>
<td>Computerized Construction Estimating</td>
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<tr>
<td>CET 238</td>
<td>Construction Planning &amp; Scheduling</td>
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<td>CET 254</td>
<td>Construction Senior Project</td>
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<td><strong>Total Semester Hours</strong></td>
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<tr>
<td></td>
<td><strong>Total Required Credit Hours</strong></td>
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</table>

**Construction Engineering Technology Associate in Applied Science with Transfer to Clemson University Construction Science and Management**

**Program Description**

This program prepares students for limited site supervision, contracting, estimating, scheduling and assistant project management in a construction office.

Graduates of the Construction Engineering Technology associate degree will be prepared with the technical skills necessary to enter careers with construction companies, highway departments, contractors, and architectural and engineering firms. Graduates will have gained knowledge in the building, operation, and maintenance of buildings and infrastructure and will be equipped with the ability to utilize basic construction documents to participate in construction activities. Students will be prepared for limited site supervision, estimating, scheduling and assistant project management in a construction office.

**Entrance Requirements**

Acceptable placement test score(s)

**Type of Program**

Day or evening

**Requirements for Completion**

Graduates of Greenville Tech’s Associate Degree in Construction Engineering Technology who meet all of the below-listed criteria may apply for transfer to Clemson University and major in the Bachelor of Science in Construction Science and Management Degree Program. The criteria are as follows:

- The student will have received the Associate in Applied Science Degree with a major in Construction Engineering Technology (two-year transfer option) from Greenville Tech.
- The student must complete a Student Agreement (see advisor) and satisfy the current required courses agreed on between Greenville Tech’s CET Department and Clemson’s Construction Science and Management Department.
- The students’ cumulative grade point ratio must be 2.8 or higher. A grade of “C,” or better, is necessary in all courses applied toward a bachelor’s degree.
- The student must achieve the minimum score on the South Carolina Education Entrance Examination and forward the scores to Clemson University.
- Each student at Greenville Tech who intends to follow this program must sign the “Student Transfer Agreement” document before completing 30 credit hours at Greenville Tech. The dean of the School of Advanced Manufacturing & Engineering Technology at Greenville Tech and the dean of the College of Architecture, Arts and Humanities at Clemson University must also sign this agreement.
Professional Credentials
Graduates are prepared to take the South Carolina General Contractors and the South Carolina Residential Contractors exams. Students must have one year of work experience under a licensed contractor. Students are advised to review eligibility requirements with the LLR.

Employment Opportunities
Construction companies estimating firms, highway departments, builders, architectural/engineering firms

Transfer Options
• Graduates may continue their education toward a Bachelor of Science degree at Clemson University in Construction Science and Management by following the GTC/CU articulation agreement.
• Graduates may also continue their education at four-year institutions offering Bachelor of Engineering Technology programs. Students interested in transferring should take University Transfer courses and meet with their advisor for assistance.

Visit our web page at https://www.gvltec.edu/cet/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

The course schedule listed above is designed for students who begin the program with ENG 101 English Composition I* and MAT 110 College Algebra* based on the placement test.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
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</tr>
<tr>
<td>AET 105</td>
<td>Construction Documents</td>
<td>3</td>
</tr>
<tr>
<td>AET 110</td>
<td>Architectural Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>CET 120</td>
<td>Construction Materials</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 140</td>
<td>Analytical Geometry and Calculus I*</td>
<td>4</td>
</tr>
<tr>
<td>ACC 101</td>
<td>Accounting Principles I*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
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<td>22</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AET 101</td>
<td>Building Systems I</td>
<td>3</td>
</tr>
<tr>
<td>AET 103</td>
<td>International Building and Residential Codes</td>
<td>3</td>
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<tr>
<td>CET 103</td>
<td>Construction Surveying</td>
<td>2</td>
</tr>
<tr>
<td>EGR 130</td>
<td>Engineering Technology Applications and Programming (preferred)</td>
<td>3</td>
</tr>
<tr>
<td>or CPT 170</td>
<td>Microcomputer Applications</td>
<td></td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>PHY 201</td>
<td>Physics I*</td>
<td>4</td>
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<tr>
<td><strong>Total Semester Hours</strong></td>
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<tr>
<td>Third Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART 101</td>
<td>Art History and Appreciation*</td>
<td>3</td>
</tr>
</tbody>
</table>

Electronics Engineering Technology

Programs
• Electronics Engineering Technology Associate in Applied Science (p. 83)

Electronics Engineering Technology Associate in Applied Science

Program Description
This program educates students to work with engineers in designing or evaluating new products as well as troubleshooting and repairing electronics equipment, including computer equipment.

Mission Statement
The Electronics Engineering Technology program will equip graduates to use their training and education to provide engineering and technological support to local industry and manufacturing while encouraging them to stay at the cutting edge of changing technologies through continued lifelong learning.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED

Type of Program
Day or evening
Program Accreditation
The EET program is accredited by the Engineering Technology Accreditation Commission of ABET, https://www.abet.org/.

Employment Opportunities
Power companies, manufacturing, computer and service industries

Transfer Options
- Graduates may continue their education toward a Bachelor of Engineering Technology degree at a South Carolina state university or other out-of-state colleges offering a BSEET degree.
- Graduates may continue their education at the University of South Carolina-Upstate for a Bachelor of Science degree in Engineering Technology Management under a 2+2 cooperative agreement.
- Students with engineering transfer credit(s) may choose the substitute courses as listed for the EET course.

Visit our web page at https://www.gvltec.edu/eet/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

The course schedule listed above is designed for students who place into ENG 101 English Composition I* and MAT 110 College Algebra* (MAT 140 Analytical Geometry and Calculus I*) based on the placement test. Students who are taking prerequisite courses for ENG 101 English Composition I* and MAT 110 College Algebra* should contact the EET academic program director for recommended courses.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
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</tr>
<tr>
<td>EGR 130</td>
<td>Engineering Technology Applications and Programming ¹</td>
<td>3</td>
</tr>
<tr>
<td>or EGR 269</td>
<td>Engineering Disciplines and Skills</td>
<td></td>
</tr>
<tr>
<td>EET 111</td>
<td>DC Circuits ²</td>
<td>4</td>
</tr>
<tr>
<td>or ECE 221</td>
<td>Introduction to Electrical Engineering I</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>Total Semester Hours</td>
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<td>16</td>
</tr>
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</table>

| **Second Semester** | | |
| EET 112 | AC Circuits ² | 4 |
| or ECE 222 | Introduction to Electrical Engineering II | |
| EET 145 | Digital Circuits ² | 4 |
| or ECE 211 | Introduction to Computer Engineering I | |
| MAT 111 | College Trigonometry* | 3 |
| PHY 201 | Physics I* | 4 |
| or PHY 221 | University Physics I* | |
| Total Semester Hours | | 15 |

1 Students who substitute EGR 269 Engineering Disciplines and Skills for EGR 130 Engineering Technology Applications and Programming must take an additional credit hour to meet the total hours required for graduation.

2 Students who substitute ECE classes for EET classes will need to take additional credit hours in a technical elective to meet the total hours for graduation.

Engineering Design Technology Programs
- 3D Design & Digital Manufacturing Certificate in Applied Science (p. 84)
- 3D Modeling CAD Design Certificate in Applied Science (p. 85)
- Engineering Design Technology Associate in Applied Science (p. 86)

3D Design & Digital Manufacturing Certificate in Applied Science
Program Description
This certificate includes SolidWorks, CATIA V5, GD&T and Mastercam, to enhance the student's abilities in order to expand their employment opportunities in engineering and manufacturing, including the automotive and aerospace sectors.
This certificate allows technicians in engineering and manufacturing to add new knowledge and skills in order to bridge the gap between 3D CAD design and the fabrication of products in the digital manufacturing environment, including subtractive and additive manufacturing, 3D printing, CNC programming and metrology/CMM processes.

**Mission Statement**

This certificate gives technicians in engineering & manufacturing additional skills to cross over the gap between 3D CAD design and the skills of fabricating products in the digital manufacturing environment – including subtractive & additive manufacturing, CNC programming, 3D scanning, quality control and metrology.

**Entrance Requirements**

Students must be a graduate from one of the following programs or have equivalent industrial knowledge/experience:

- Associate Degree in CNC Technology
- Engineering (CAD) Design Technology
- Mechanical Engineering Technology
- Machine Tool Technology
- Certificate in 3D CAD Modeling Design

**Type of Program**

Day or evening

**Employment Opportunities**

Manufacturing, engineering companies, product design and machine design companies.

Visit our web page at [https://www.gvltec.edu/edt/](https://www.gvltec.edu/edt/).

**Recommended Program Schedule**

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

**Note:** Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
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<tr>
<td>MTT 121</td>
<td>Machine Tool Theory I</td>
<td>3</td>
</tr>
<tr>
<td>EGR 275</td>
<td>Introduction to Engineering/Computer Graphics</td>
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<td><strong>Second Semester</strong></td>
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<tr>
<td>MTT 245</td>
<td>Rapid Prototype Setup and Operations</td>
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<tr>
<td>EGT 119</td>
<td>Geometrics</td>
<td>3</td>
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<tr>
<td>EGT 245</td>
<td>Principles of Parametric CAD</td>
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<td><strong>Third Semester</strong></td>
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<tr>
<td>QAT 209</td>
<td>Advanced Metrology &amp; Coordinate Measurement Machines</td>
<td>3</td>
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<tr>
<td>or MTT 243</td>
<td>Advanced Dimensional Metrology for Machinists</td>
<td></td>
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<tr>
<td>MTT 250</td>
<td>Principles of CNC</td>
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</tr>
<tr>
<td>MTT 251</td>
<td>CNC Operations</td>
<td>3</td>
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<tr>
<td>EGT 252</td>
<td>Advanced CAD</td>
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</tr>
<tr>
<td>MTT 254</td>
<td>CNC Programming I</td>
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<td>Total Semester Hours</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Total Required Credit Hours</td>
<td>30</td>
</tr>
</tbody>
</table>

**3D Modeling CAD Design Certificate in Applied Science**

**Program Description**

This program will train students in the use of Solid Works and CATIA CAD software, which will be utilized by local companies in the machine design, automotive and aerospace industries.

**Mission Statement**

The mission of the 3D Modeling CAD Design certificate is to provide students with a foundation of industrial 3D Solid Modeling CAD skills, along with rapid prototyping, in order to contribute in the workplace as a CAD design technician.

**Entrance Requirements**

Acceptable placement test score(s), plus high school diploma or GED

**Type of Program**

Day or evening

**Employment Opportunities**

Manufacturing, engineering companies, product design and machine design companies.

Visit our web page at [https://www.gvltec.edu/edt/](https://www.gvltec.edu/edt/).

**Recommended Program Schedule**

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

**Note:** Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EGT 110</td>
<td>Engineering Graphics I</td>
<td>4</td>
</tr>
<tr>
<td>EGR 119</td>
<td>Engineering Technology Applications and Programming</td>
<td>3</td>
</tr>
<tr>
<td>EGR 210</td>
<td>Introduction to Engineering CAD</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>10</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EGT 115</td>
<td>Engineering Graphics II</td>
<td>4</td>
</tr>
<tr>
<td>EGR 175</td>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
</tbody>
</table>
### Engineering Design Technology Associate in Applied Science

**Program Description**
This program trains students to transform design and engineering solutions into 2-D drawings, 3-D models and specifications using state-of-the-art CAD software, such that the product can be manufactured.

**Mission Statement**
The mission of the Engineering Design Technology program is to provide the Upstate of South Carolina with professionally prepared entry-level CAD design technicians capable of making significant contributions to the progress of business and industry in the area.

**Entrance Requirements**
Acceptable placement test score(s), plus high school diploma or GED

**Type of Program**
Day or evening

**Requirements for Completion**
To graduate with an associate degree, candidates must meet the computer competency requirement by taking EGR 130 Engineering Technology Applications and Programming or by passing the exemption exam at a cost to be assessed by the college.

**Program Accreditation**
The EDT program is accredited by the Engineering Technology Accreditation Commission of ABET, https://www.abet.org/.

**Employment Opportunities**
Manufacturing, industrial, engineering, mechanical contractors, design & build

Visit our web page at https://www.gvltec.edu/edt/.

**Recommended Program Schedule**
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGR 110</td>
<td>Engineering Graphics I</td>
<td>4</td>
</tr>
<tr>
<td>EGR 210</td>
<td>Introduction to Engineering CAD</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>EGR 130</td>
<td>Engineering Technology Applications and Programming</td>
<td>3</td>
</tr>
<tr>
<td>EGR 175</td>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>PHY 201</td>
<td>Physics I*</td>
<td>4</td>
</tr>
<tr>
<td>Social/Behavioral Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>EGR 170</td>
<td>Engineering Materials</td>
<td>3</td>
</tr>
<tr>
<td>EGR 194</td>
<td>Statics and Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>EGR 245</td>
<td>Principles of Parametric CAD</td>
<td>3</td>
</tr>
<tr>
<td>EGR 170</td>
<td>Engineering Materials</td>
<td>3</td>
</tr>
<tr>
<td>EGR 255</td>
<td>Engineering Technology Senior Systems Project</td>
<td>2</td>
</tr>
<tr>
<td>CWE</td>
<td>Cooperative Work Experience*</td>
<td>2</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics*</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Fine Arts Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>EGT 215</td>
<td>Mechanical Drawing Applications</td>
<td>4</td>
</tr>
<tr>
<td>EGT 252</td>
<td>Advanced CAD</td>
<td>3</td>
</tr>
<tr>
<td>EGT 245</td>
<td>Principles of Parametric CAD</td>
<td>3</td>
</tr>
<tr>
<td>EGR 255</td>
<td>Engineering Technology Senior Systems Project</td>
<td>2</td>
</tr>
<tr>
<td>CWE</td>
<td>Cooperative Work Experience*</td>
<td>2</td>
</tr>
</tbody>
</table>

The course schedule listed is designed for students who begin the program with ENG 101 English Composition I* and MAT 110 College Algebra* based on the placement test. Students taking pre-requisite courses for MAT 110 College Algebra* should also take the following courses: COL 103 College Skills for students taking MAT 100 Introductory College Math (Non-Degree Credit) and/or EGR 102 Introduction to Industrial/Engineering Careers for students who are taking MAT 105 Introduction to College Algebra

**Note:** Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>EGT 110</td>
<td>Engineering Graphics I</td>
<td>4</td>
</tr>
<tr>
<td>EGR 210</td>
<td>Introduction to Engineering CAD</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>16</td>
</tr>
<tr>
<td>EGR 130</td>
<td>Engineering Technology Applications and Programming</td>
<td>3</td>
</tr>
<tr>
<td>EGT 115</td>
<td>Engineering Graphics II</td>
<td>4</td>
</tr>
<tr>
<td>EGR 275</td>
<td>Introduction to Engineering/Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 111</td>
<td>College Trigonometry*</td>
<td>3</td>
</tr>
<tr>
<td>MTT 121</td>
<td>Machine Tool Theory I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>16</td>
</tr>
<tr>
<td>EGR 175</td>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>EGT 119</td>
<td>Geometrics</td>
<td>3</td>
</tr>
<tr>
<td>PHY 201</td>
<td>Physics I*</td>
<td>4</td>
</tr>
<tr>
<td>Social/Behavioral Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>13</td>
</tr>
<tr>
<td>EGT 210</td>
<td>Engineering Graphics III</td>
<td>4</td>
</tr>
<tr>
<td>EGT 245</td>
<td>Principles of Parametric CAD</td>
<td>3</td>
</tr>
<tr>
<td>EGR 170</td>
<td>Engineering Materials</td>
<td>3</td>
</tr>
<tr>
<td>EGR 194</td>
<td>Statics and Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>17</td>
</tr>
<tr>
<td>EGT 215</td>
<td>Mechanical Drawing Applications</td>
<td>4</td>
</tr>
<tr>
<td>EGT 252</td>
<td>Advanced CAD</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Select one of the following:</td>
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</tr>
<tr>
<td>EGR 255</td>
<td>Engineering Technology Senior Systems Project</td>
<td>2</td>
</tr>
<tr>
<td>CWE</td>
<td>Cooperative Work Experience*</td>
<td>2</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics*</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Fine Arts Elective</td>
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<td>3</td>
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<td>Total Semester Hours</td>
<td>15</td>
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<tr>
<td></td>
<td>Total Required Credit Hours</td>
<td>77</td>
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</tbody>
</table>
Approved Social/Behavioral Electives
- ECO 211 Microeconomics*
- PSY 201 General Psychology*
- SOC 101 Introduction to Sociology*

Department head approval required (two-course minimum)

Machine Tool Technology

Programs
- Basic Machine Operations Certificate in Applied Science (p. 87)
- CNC Machine Operator Certificate in Applied Science (p. 87)
- Computer Numerical Control (CNC) Programming and Operations Associate in Applied Science (p. 88)
- Machine Tool Technology Associate in Applied Science (p. 89)

Basic Machine Operations Certificate in Applied Science

Program Description
This program trains students in basic machine tool operations and the use of precision measuring instruments for entry-level production machine operator positions.

Mission Statement
The mission of the Machine Tool Technology program is to provide the college's local service area with a pool of skilled entry-level machinists, toolmakers, CNC operators and CNC programmers. The program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED

Type of Program
Day or evening

Employment Opportunities
Large and small machine shops, manufacturing companies

Visit our web page at https://www.gvltec.edu/mtt/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTT 105</td>
<td>Machine Tool Math Applications</td>
<td>3</td>
</tr>
<tr>
<td>MTT 120</td>
<td>Machine Tool Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>MTT 121</td>
<td>Machine Tool Theory I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Hours 13

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTT 122</td>
<td>Machine Tool Practice I</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Semester Hours 7

Total Required Credit Hours 20

CNC Machine Operator Certificate in Applied Science

Program Description
This program teaches machine controls, setting tools and machine limits and capabilities.

Mission Statement
The mission of the Machine Tool Technology program is to provide the college's local service area with a pool of skilled entry-level machinists, toolmakers, CNC operators and CNC programmers. The program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED

Type of Program
Day or evening

Employment Opportunities
Large and small machine shops, manufacturing companies

Visit our web page at https://www.gvltec.edu/cnc/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

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<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTT 105</td>
<td>Machine Tool Math Applications</td>
<td>3</td>
</tr>
<tr>
<td>MTT 120</td>
<td>Machine Tool Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>MTT 121</td>
<td>Machine Tool Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MTT 122</td>
<td>Machine Tool Practice I</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Semester Hours 13

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTT 243</td>
<td>Advanced Dimensional Metrology for Machinists</td>
<td>3</td>
</tr>
<tr>
<td>MTT 250</td>
<td>Principles of CNC</td>
<td>3</td>
</tr>
</tbody>
</table>
Computer Numerical Control (CNC) Programming and Operations Associate in Applied Science

Program Description
This program teaches machine controls, setting of tools, machine limits and capabilities; creating, editing and debugging high-tech machine programs; focuses on writing programs both manually and utilizing high-end CAD/CAM software; and teaches the basics of 3-axis machining and turning centers up to multi-axis machining and turning centers. This program will also teach the basics of Rapid Prototyping.

Mission Statement
The mission of the Machine Tool Technology program at Greenville Technical College is to provide the college's local service area with a pool of skilled entry-level Machinist, Tool Makers, CNC Operators and CNC Programmers. The program will graduate students who can enter the workforce with little supervision and will be trained on equipment that is current with industry.

Entrance Requirements
Acceptable placement test score(s); plus high school diploma or GED

Type of Program
Day or evening

Professional Credentials
This associate degree program meets the academic requirements of the South Carolina Chapter of the National Tooling and Machining Association Apprentice Program.

Employment Opportunities
Large and small machine shops, job shops and manufacturing companies

Visit our web page at https://www.gvltec.edu/cnc/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
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<tr>
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<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTT 120</td>
<td>Machine Tool Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>MTT 121</td>
<td>Machine Tool Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MTT 122</td>
<td>Machine Tool Practice I</td>
<td>4</td>
</tr>
<tr>
<td>MTT 105</td>
<td>Machine Tool Math Applications</td>
<td>3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MTT 145</td>
<td>Machining of Metals</td>
<td>3</td>
</tr>
<tr>
<td>MTT 252</td>
<td>CNC Setup and Operations</td>
<td>4</td>
</tr>
</tbody>
</table>

| Total Semester Hours | 7 |

<table>
<thead>
<tr>
<th>Third Semester</th>
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</thead>
<tbody>
<tr>
<td>MTT 252</td>
<td>CNC Setup and Operations</td>
<td>4</td>
</tr>
<tr>
<td>MTT 254</td>
<td>CNC Programming I</td>
<td>3</td>
</tr>
<tr>
<td>MTT 145</td>
<td>Machining of Metals</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total Semester Hours | 10 |

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>MTT 253</td>
<td>CNC Programming and Operations</td>
<td>3</td>
</tr>
<tr>
<td>MTT 255</td>
<td>CNC Programming II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 170</td>
<td>Algebra, Geometry and Trigonometry I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 165</td>
<td>Professional Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total Semester Hours | 12 |

<table>
<thead>
<tr>
<th>Fifth Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MTT 260</td>
<td>Advanced Multi-Axis Programming and</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Operations I</td>
<td></td>
</tr>
<tr>
<td>Humanities/Fine Arts elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social Science elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>General education course</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

| Total Semester Hours | 13 |

<table>
<thead>
<tr>
<th>Sixth Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MTT 241 or MTT 299</td>
<td>Jigs and Fixtures I</td>
<td>2-3</td>
</tr>
<tr>
<td>MTT 245</td>
<td>Rapid Prototype Setup and Operations</td>
<td>3</td>
</tr>
<tr>
<td>MTT 261</td>
<td>Advanced Multi-Axis Programming and</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Operations II</td>
<td></td>
</tr>
</tbody>
</table>

| Total Semester Hours | 9-10 |

| Total Required Credit Hours | 32 |

1. MAT 110 College Algebra* recommended if placement allows
2. ENG 101 English Composition I* recommended if placement allows
3. See faculty advisor for specific elective recommendations.
4. SPC 205 Public Speaking* recommended if placement allows
5. If taking ENG 101 English Composition I*, SPC 205 Public Speaking* is required.
Machine Tool Technology Associate in Applied Science

Program Description
This program trains students in shaping metal by using hand tools and machine tools such as milling machines, engine lathes, surface grinders, drill presses and CNC equipment.

Mission Statement
The mission of the Machine Tool Technology program is to provide the college’s local service area with a pool of skilled entry-level machinists, toolmakers, CNC operators and CNC programmers. The program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED

Type of Program
Day or evening

Professional Credentials
This associate degree program meets the academic requirements of the South Carolina Chapter of the National Tooling and Machining Association Apprentice Program.

Employment Opportunities
Large and small machine shops and manufacturing companies

Visit our web page at https://www.gvltec.edu/mtt/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTT 105</td>
<td>Machine Tool Math Applications</td>
<td>3</td>
</tr>
<tr>
<td>MTT 120</td>
<td>Machine Tool Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>MTT 121</td>
<td>Machine Tool Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MTT 122</td>
<td>Machine Tool Practice I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td></td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>MAT 170</td>
<td>Algebra, Geometry and Trigonometry I (^1)</td>
<td>3</td>
</tr>
<tr>
<td>MTT 124</td>
<td>Machine Tool Practice II</td>
<td>4</td>
</tr>
<tr>
<td>MTT 141</td>
<td>Metals and Heat Treatment</td>
<td>3</td>
</tr>
<tr>
<td>MTT 243</td>
<td>Advanced Dimensional Metrology for Machinists</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td></td>
</tr>
</tbody>
</table>

Third Semester
MTT 126 | Machine Tool Practice III                   | 4     |
MTT 241 | Jigs and Fixtures I                         | 2-3   |
or MTT 299 | Research in Advanced CNC                 |       |
Humanities/Fine Arts elective \(^2\) | 3     |
Social Science elective \(^2\) | 3     |
|         | Total Semester Hours                        |       |
| Fourth Semester |                                        | 12-13 |
| MTT 211 | Die Theory                                 | 3     |
| MTT 222 | Tool and Diemaking Practice I              | 4     |
| ENG 165 | Professional Communications \(^3\)         | 3     |
| General Education course \(^4,5\) | 3     |
|         | Total Semester Hours                        |       |
| Fifth Semester |                                        | 13    |
| MTT 224 | Tool and Diemaking Practice II             | 4     |
| MTT 250 | Principles of CNC                          | 3     |
| MTT 251 | CNC Operations                             | 3     |
| MTT 258 | Machine Tool CAM                           | 3     |
|         | Total Semester Hours                        |       |
| Sixth Semester |                                        | 13    |
| MTT 145 | Machining of Metals                        | 3     |
| MTT 252 | CNC Setup and Operations                   | 4     |
| CPT 170 | Microcomputer Applications                 | 3     |
|         | Total Semester Hours                        |       |
|         | Total Required Credit Hours                 | 74-75 |

\(^1\) MAT 110 College Algebra\(^*\) recommended if placement allows
\(^2\) See faculty advisor for specific elective recommendations.
\(^3\) ENG 101 English Composition \(^*\) recommended if placement allows
\(^4\) SPC 205 Public Speaking\(^*\) recommended if placement allows
\(^5\) If taking ENG 101 English Composition \(^*\), SPC 205 Public Speaking\(^*\) is required.

Mechanical Engineering Technology Programs

• Mechanical Engineering Technology Associate in Applied Science (p. 89)

Mechanical Engineering Technology Associate in Applied Science

Program Description
Mechanical Engineering Technology involves assisting engineers in designing, developing, testing, and manufacturing machinery, products and equipment. To qualify for these positions, which command excellent salaries, job applicants should have a resume that includes an associate degree.

The Greenville Technical College Mechanical Engineering Technology (MET) program delivers textbook knowledge and hands-on practice with the software and technology of the industry, preparing graduates to enter the field and succeed.
The body of knowledge covered in the Certified Manufacturing Technologist (CMfgT) examination, which is included in the certification program of the Society of Manufacturing Engineer's (SME) Manufacturing Engineering Certification Institute (MECI) may be covered.

**Mission Statement**
The Mechanical Engineering Technology program will equip graduates to use their knowledge and training to provide technical support and/or quality design to manufacturing/engineering processes for their employer and encourage staying abreast of changing technologies through continued lifelong learning.

**Entrance Requirements**
Acceptable placement test score(s); plus high school diploma or GED

**Type of Program**
Day or evening

**Program Accreditation**
The MET program is accredited by the Engineering Technology Accreditation Commission of ABET, https://www.abet.org/.

**Transfer Options/Continuing Education**
- The MET Department has a 2+2 cooperative agreement with the University of South Carolina-Upstate for students to complete a Bachelor of Science in Engineering Technology Management.
- The MET Department has a cooperative agreement with Western Carolina University for students to complete a Bachelor of Science in Engineering Technology.
- Transferring to a four-year engineering technology program — If a student desires to pursue a Bachelor of Science in Engineering Technology from a four-year university, it is recommended he/she pursue schools that have ETAC/ABET accreditation in the program of interest. This should simplify the acceptance of all or the majority of the course work taken at Greenville Tech to other institutions with ETAC/ABET-accredited programs.
- Transferring to a four-year engineering program — If a student wishes to pursue a bachelor of science in engineering from a four-year university, it is recommended he or she pursue schools that have EAC (Engineering Accreditation Commission)/ABET accreditation in the program of interest.
- In addition, required general education courses, such as ENG 101 English Composition I*, and many of the social science and humanities electives should transfer to the four-year college or university of interest as well. Keep in mind that if there is any desire to transfer to another college or university, the student should discuss transfer requirements early in his or her academic career with a representative from the college or university to which he or she plans to transfer. It is also important to share this information with the student’s MET advisor at Greenville Tech.

Visit our web page at https://www.gvltec.edu/met/.

**Recommended Program Schedule**
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester.

Please see your advisor to map out your own personalized progression toward graduation.

The course schedule listed is designed for students who begin the program with ENG 101 English Composition I* and MAT 110 College Algebra* based on the college placement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EGR 130</td>
<td>Engineering Technology Applications and Programming</td>
<td>3</td>
</tr>
<tr>
<td>EGR 170</td>
<td>Engineering Materials</td>
<td>3</td>
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<tr>
<td>EGT 110</td>
<td>Engineering Graphics I</td>
<td>4</td>
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<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
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<thead>
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<th>Second Semester</th>
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<tr>
<td>EGR 175</td>
<td>Manufacturing Processes</td>
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<tr>
<td>Select one of the following:</td>
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<tr>
<td>EGR 275</td>
<td>Introduction to Engineering/Computer Graphics (Solid Works)</td>
<td>3</td>
</tr>
<tr>
<td>MAT 111</td>
<td>College Trigonometry*</td>
<td>3</td>
</tr>
<tr>
<td>PHY 201</td>
<td>Physics II*</td>
<td>4</td>
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<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
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<td>Total Semester Hours</td>
<td></td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
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<tbody>
<tr>
<td>EET 227</td>
<td>Electrical Machinery</td>
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<tr>
<td>EGR 194</td>
<td>Statics and Strength of Materials I*</td>
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<tr>
<td>PHY 202</td>
<td>Physics II*</td>
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<tr>
<td>CHM 110</td>
<td>College Chemistry I*</td>
<td>4</td>
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<tr>
<td>QAT 109</td>
<td>Introduction to Metrology</td>
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<tr>
<td>Select one of the following:</td>
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<tr>
<td>MAT 140</td>
<td>Analytical Geometry and Calculus I*</td>
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<tr>
<td>MAT 120</td>
<td>Probability and Statistics*</td>
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<tr>
<td>MET 211</td>
<td>Strength of Materials I, II*</td>
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<tr>
<td>MET 214</td>
<td>Fluid Mechanics</td>
<td>3</td>
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<tr>
<td>MET 235</td>
<td>Manufacturing Engineering Principles</td>
<td>2</td>
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<tr>
<td>Technical Elective I</td>
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<td>Total Semester Hours</td>
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<th>Fifth Semester</th>
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<tr>
<td>MET 231</td>
<td>Machine Design</td>
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<tr>
<td>EGR 255</td>
<td>Engineering Technology Senior Systems Project</td>
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<tr>
<td>Technical Elective II</td>
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<tr>
<td>Humanities Elective</td>
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<td>Social Science Elective</td>
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<td>Total Required Credit Hours</td>
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</table>
Substitutable courses: Many of the MET program's courses are either the same, or closely related to, the engineering courses that are a part of the Associate of Science Degree with an Engineering Transfer Track. The primary difference is that the engineering courses in the transfer program are based on calculus, while the courses in the MET program are based primarily on algebra and trigonometry. Therefore, any student who is considering pursuing a Bachelor of Science degree in engineering may wish to consider taking the calculus-based courses instead.

- Take EGR 269 Engineering Disciplines and Skills instead of EGR 130 Engineering Technology Applications and Programming
- Take EGR 206 Introduction to Materials Science instead of EGR 170 Engineering Materials
- Take PHY 221 University Physics I* instead of PHY 201 Physics I*
- Take EGR 260 Engineering Statics instead of EGR 194 Statics and Strength of Materials
- Take PHY 222 University Physics II* instead of PHY 202 Physics II*
- Take EGR 204 Mechanics of Materials instead of MET 211 Strength of Materials

Students who substitute EGR 269 Engineering Disciplines and Skills for EGR 130 Engineering Technology Applications and Programming and/or EGR 204 Mechanics of Materials for MET 211 Strength of Materials must take an additional credit hour for each to meet the total hours required for graduation.

Courses that usually transfer to Clemson or the University of South Carolina.

Department head approved co-op may be used to substitute for up to three (3) hours of technical electives.

Please see advisor for technical elective list.

Note: Cooperative education is highly recommended by the department. Technical electives may come from any Engineering Technology program or department head approval required for an industrial technology course.

# Mechatronics Technology

## Programs
- Mechatronics I Certificate in Applied Science (p. 91)
- Mechatronics II Certificate in Applied Science (p. 92)
- Mechatronics Technology Associate in Applied Science (p. 92)
- Production Technology Associate I Certificate in Applied Science (p. 93)

## Mechatronics I Certificate in Applied Science

### Program Description
This program is designed to teach the skills required for the mechatronics technician in the 21st century's high-tech world of automated manufacturing. The program trains students in industrial environments using electrical, electronic and mechanical applications to identify and troubleshoot Mechatronics systems and repair automated manufacturing equipment, programmable logic controllers (PLCs) and robotics. This is a new interdisciplinary field involving control systems, electronic systems, computers, robotics and mechanical systems.

Courses taken under this certificate can be applied toward the associate degree program.

The Mechatronics Level 1 Certificate develops basic foundational skills and understanding in electrical, mechanical, fluid power and automation control commonly found in the industrial manufacturing environment.

## Mission Statement
The Mechatronics program mission, to produce students who are ready for today's advanced manufacturing jobs, furthers the college's mission to transform students' lives through world-class education in a field that has seen significant growth in our community.

## Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED

## Type of Program
Day or evening

## Requirements for Completion
This program requires a minimum grade of "C" in all concentration courses.

## Employment Opportunities
Students who successfully complete this course of study may be employed by high-tech industries.

Visit our web page at https://www.gvltec.edu/mechatronics/.

## Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Please see your advisor to map out your own personalized progression toward graduation.

### Note:
Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EEM 151</td>
<td>Motor Controls I</td>
<td>4</td>
</tr>
<tr>
<td>EEM 117</td>
<td>AC/DC Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>IMT 112</td>
<td>Hand Tool Operations</td>
<td>3</td>
</tr>
<tr>
<td>MAT 170</td>
<td>Algebra, Geometry and Trigonometry I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMT 105</td>
<td>Robotics and Automated Control I</td>
<td>3</td>
</tr>
<tr>
<td>EEM 118</td>
<td>AC/DC Circuits II</td>
<td>4</td>
</tr>
<tr>
<td>EEM 271</td>
<td>Sensors and System Interfacing</td>
<td>2</td>
</tr>
<tr>
<td>IMT 131</td>
<td>Hydraulics and Pneumatics</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td>13</td>
<td></td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMT 104</td>
<td>Schematics</td>
<td>2</td>
</tr>
<tr>
<td>MFG 110</td>
<td>Introduction to Manufacturing CAD</td>
<td>3</td>
</tr>
</tbody>
</table>
IMT 161  Mechanical Power Applications 4

Total Semester Hours 9

Total Required Credit Hours 36

1 Recommend MAT 110 College Algebra* in lieu of MAT 170 Algebra, Geometry and Trigonometry I, if placement allows. A minimum grade of a “C” is required.

**Mechatronics II Certificate in Applied Science**

**Program Description**

This certificate further develops students completing Mechatronics I as well as advanced students already working in the industry in areas such as, but not limited to, robotics, PLC and applications, sensors and controllers, troubleshooting and process controls.

This is a new interdisciplinary field involving control systems, electronic systems, computers, robotics and mechanical systems.

Courses taken in this certificate can be applied toward the associate degree program. The Mechatronics Level 2 Certificate builds on the Level 1 Certificate. The program will provide students with knowledge in the industrial automated manufacturing technology area. The student will develop basic foundational skills and understanding in electronics, robotics, motors, motor drives and programmable logic controllers. In addition, basic troubleshooting strategies will be developed on an automated manufacturing line.

**Mission Statement**

The Mechatronics program mission, to produce students who are ready for today’s advanced manufacturing jobs, furthers the college’s mission to transform students’ lives through world-class education in a field that has seen significant growth in our community.

**Entrance Requirements**

Acceptable placement test score(s); plus high school diploma or GED

**Type of Program**

Day or evening

**Requirements for Completion**

This program requires a minimum grade of “C” in all concentration courses.

**Employment Opportunities**

Students who successfully complete this course of study may be employed by high-tech industries.

Visit our web page at [https://www.gvltec.edu/mechatronics/](https://www.gvltec.edu/mechatronics/).

**Recommended Program Schedule**

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMT 205</td>
<td>Robotics and Automated Control II</td>
<td>3</td>
</tr>
<tr>
<td>EEM 221</td>
<td>DC/AC Drives</td>
<td>3</td>
</tr>
<tr>
<td>EEM 251</td>
<td>Programmable Controllers</td>
<td>3</td>
</tr>
<tr>
<td>9 Total Semester Hours</td>
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</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EEM 252</td>
<td>Programmable Controller Applications</td>
<td>3</td>
</tr>
<tr>
<td>IMT 170</td>
<td>Statistical Process Control</td>
<td>3</td>
</tr>
<tr>
<td>WLD 108</td>
<td>Gas Metal Arc Welding I</td>
<td>4</td>
</tr>
<tr>
<td>10 Total Semester Hours</td>
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<td></td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EEM 274</td>
<td>Technical/Systems Troubleshooting</td>
<td>4</td>
</tr>
<tr>
<td>or MEC 299</td>
<td>Research in Advanced Mechatronics</td>
<td>4</td>
</tr>
<tr>
<td>4 Total Semester Hours</td>
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<td></td>
</tr>
<tr>
<td>23 Total Required Credit Hours</td>
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<td></td>
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</table>

**Note:** Please contact your advisor for recommended evening schedules.

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**Mechatronics Technology Associate in Applied Science**

**Program Description**

This program is designed to teach the skills required by mechatronics technicians for the 21st century’s high-tech world of automated manufacturing. This is an interdisciplinary field involving control systems, electronic systems, computers, robotics and mechanical systems.

Courses taken under the Mechatronics I and Mechatronics II certificates may be applied toward the associate degree program.

The Mechatronics Technology program combines the technologies areas of Mechatronics Certificates I and II with additional general educational requirements to ensure a well-rounded graduate. The student will develop basic foundational skills and understanding in electronics, electrical control systems, hydraulics and pneumatics, mechanical power systems, AC/DC motors and drive systems, programmable logic controllers, robotics and troubleshooting strategies.

**Mission Statement**

The Mechatronics program mission, to produce students who are ready for today’s advanced manufacturing jobs, furthers the college’s mission to transform students’ lives through world-class education in a field that has seen significant growth in our community.

**Entrance Requirements**

Acceptable placement test score(s); plus high school diploma or GED

**Type of Program**

Day or evening

**Requirements for Completion**

This program requires a minimum grade of “C” in all concentration courses.
Employment Opportunities

Students who successfully complete this course of study may be employed by national and international high-tech industries throughout the Upstate and globally.

Visit our web page at https://www.gvltec.edu/mechatronics/.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<td></td>
</tr>
<tr>
<td>IMT 112</td>
<td>Hand Tool Operations</td>
<td>3</td>
</tr>
<tr>
<td>or MTT 121</td>
<td>Machine Tool Theory I</td>
<td>3</td>
</tr>
<tr>
<td>EEM 117</td>
<td>AC/DC Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>MAT 170</td>
<td>Algebra, Geometry and Trigonometry I</td>
<td>3</td>
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<td><strong>Total Semester Hours</strong></td>
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<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td>IMT 161</td>
<td>Mechanical Power Applications</td>
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</tr>
<tr>
<td>EEM 118</td>
<td>AC/DC Circuits II</td>
<td>4</td>
</tr>
<tr>
<td>EEM 271</td>
<td>Sensors and System Interfacing</td>
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<tr>
<td>PHS 111</td>
<td>Conceptual Physics I</td>
<td>3</td>
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<td><strong>Total Semester Hours</strong></td>
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<tr>
<td><strong>Third Semester</strong></td>
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<td></td>
</tr>
<tr>
<td>EEM 151</td>
<td>Motor Controls I</td>
<td>4</td>
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<tr>
<td>IMT 131</td>
<td>Hydraulics and Pneumatics</td>
<td>4</td>
</tr>
<tr>
<td>ENG 165</td>
<td>Professional Communications</td>
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<td>IMT 104</td>
<td>Schematics</td>
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<td><strong>Total Semester Hours</strong></td>
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</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
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<tr>
<td>AMT 105</td>
<td>Robotics and Automated Control I</td>
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</tr>
<tr>
<td>EEM 221</td>
<td>DC/AC Drives</td>
<td>3</td>
</tr>
<tr>
<td>EEM 251</td>
<td>Programmable Controllers</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
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<td><strong>Total Semester Hours</strong></td>
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<tr>
<td><strong>Fifth Semester</strong></td>
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<tr>
<td>EEM 252</td>
<td>Programmable Controller Applications</td>
<td>3</td>
</tr>
<tr>
<td>MFG 110</td>
<td>Introduction to Manufacturing CAD</td>
<td>3</td>
</tr>
<tr>
<td>IMT 170</td>
<td>Statistical Process Control</td>
<td>3</td>
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<tr>
<td>AMT 205</td>
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<td><strong>Sixth Semester</strong></td>
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<tr>
<td>EEM 274</td>
<td>Technical/Systems Troubleshooting</td>
<td>4</td>
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<tr>
<td>or MEC 299</td>
<td>Research in Advanced Mechatronics</td>
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</tr>
<tr>
<td>WLD 108</td>
<td>Gas Metal Arc Welding I</td>
<td>4</td>
</tr>
</tbody>
</table>

Social Sciences Elective | 3 |

**Total Semester Hours** | 11 |
**Total Required Credit Hours** | 74 |

1 Recommend MAT 110 College Algebra* in lieu of MAT 170 Algebra, Geometry and Trigonometry I, if placement allows. A minimum grade of "C" is required.
2 Recommend ENG 101 English Composition I* and SPC 205 Public Speaking* in lieu of ENG 165 Professional Communications, if placement allows.

Production Technology Associate I Certificate in Applied Science

Program Description

The Production Technology Associate I Certificate provides students with the knowledge necessary for employment as an entry-level production technician in a manufacturing facility.

Mission Statement

The mission of the Production Technology Associate I Certificate is to provide the Upstate of South Carolina with professionally prepared entry-level production technicians capable of making significant contributions to the progress of manufacturing facilities in the area.

Entrance Requirements

Acceptable placement test score(s); plus high school diploma or GED

Type of Program

Day or evening

Employment Opportunities

Production associates at manufacturing facilities

Visit our web page at https://www.gvltec.edu/mechatronics/.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
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<th>Hours</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MFG 101</td>
<td>Introduction to Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>AMT 106</td>
<td>Manufacturing Workplace Skills</td>
<td>3</td>
</tr>
<tr>
<td>AMT 110</td>
<td>Survey of Manufacturing Processes</td>
<td>3</td>
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<td>IMT 171</td>
<td>Manufacturing Skills Standards Council Certification I</td>
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<tr>
<td>IMT 172</td>
<td>Manufacturing Skills Standards Council Certification II</td>
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<tr>
<td>IMT 173</td>
<td>Manufacturing Skills Standards Council Certification III</td>
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Updated at: 2020-21
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
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<td>1</td>
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<td></td>
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<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EEM 107</td>
<td>Industrial Computer Techniques</td>
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</tr>
<tr>
<td>IMT 112</td>
<td>Hand Tool Operations</td>
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<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
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</tr>
<tr>
<td></td>
<td>Total Required Credit Hours</td>
<td>21</td>
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</table>
SCHOOL OF ARTS & SCIENCES

The School of Arts & Sciences at Greenville Technical College is the largest school within the college, providing classes for over 4,000 students each fall and spring semester to include dual-enrolled high school students. The School offers the Associate in Arts, Associate in Science, and the general education courses required for the Associate in Applied Science degree programs. The school houses eight departments: Biological Sciences, Behavior & Social Sciences, English, Humanities, Mathematics, Physical Sciences, Speech Communication and Theatre and Visual Arts. Uniquely, it provides opportunities for undergraduate research, study abroad/international education and advanced course rigor through the Honors Program.

Associate Degrees

• Associate in Arts (p. 101)
• Associate in Science (p. 114)

Certificates

• Visual Arts Certificates in Applied Science (p. 126)

Visit our web page at https://www.gvltec.edu/arts-sciences/.

Honors Program

The Honors Program is designed to enhance the Greenville Tech experience for bright, highly motivated students. Small, challenging classes encourage interaction between student and instructor, enhance opportunities for independent research and allow the student to pursue individual goals.

• Current GTC students are eligible to apply for acceptance into the Honors Program if they have a cumulative grade point average of 3.4 or higher and have earned at least nine transferable credit hours.
• High school students entering Greenville Tech should have a high school GPA of at least 3.5 or a combined score of 1150 or above on the critical reading and math sections of the SAT or 26 on the ACT with two letters of recommendation from individuals familiar with the student’s academic performance, at least one of whom is a high school teacher.
• To complete the Honors Program requirements, an Honors Program student must take at least six classes with the honors designation, one of which must be an honors seminar. In addition, the honors student will be required to fulfill a community service requirement.
• Speak with an advisor or contact the Honors Program directly for more information.

Visit our web page at https://www.gvltec.edu/honors/.

Transfer Destinations

Students planning to transfer to these or any other colleges should consult frequently with their academic advisor while enrolled at Greenville Tech. Advisors will help students select courses best suited to their major subject areas and transfer destinations. It is the student’s responsibility to use the services of a faculty advisor as well as the resources of his/her transfer institution. The ultimate responsibility for choosing classes is that of the student.

The following list contains some of the colleges and universities to which Greenville Technical College students have been accepted:

Anderson University
Appalachian State University
Auburn University
Bob Jones University
Brevard College
Brooks Institute of Art
Carson-Newman College
Catawba College
Charleston Southern University
Clayden University
Clemson University
Coastal Carolina University
College of Charleston
Columbia College
Converse College
Duke University
East Tennessee State University
ECPI University
Emory University
Erskine College
Florida State University
Francis Marion University
Furman University
Gardner-Webb College
Georgia Institute of Technology
Georgia Southern College
Hampton University
Harvard University
Hofstra University
Howard University
Indiana University
James Madison University
Johnson C. Smith University
Kansas State University
Lander University
Lees-McRae College
Limestone College
Mars Hill College
Medical University of South Carolina
Middle Tennessee State University
Morehouse College
Newberry College
North Carolina A&T University
North Carolina State University
North Greenville University
Pennsylvania State University
Presbyterian College
Purdue University
Queens College
Rhode Island School of Design
Ringling College of Art and Design
Rollins College
Savannah College of Art and Design
Sherman College
South Carolina State University
Southern Illinois University Carbondale
Southern New Hampshire University
Southern Wesleyan College
State University of New York Morrisville
Syracuse University
The Citadel
Troy State University
Tulane University
University of Alabama
University of Charleston
University of Florida
University of Georgia
University of Louisville
University of Maryland
University of Massachusetts
University of Miami
University of Mississippi
University of Missouri
University of Nebraska at Lincoln
University of North Carolina at Chapel Hill
University of North Carolina at Charlotte
University of North Dakota
University of Notre Dame
University of Richmond
University of South Carolina at Columbia
University of South Carolina - Palmetto College
University of South Carolina Upstate
University of Southern Mississippi
University of Tennessee - Chattanooga
University of Tennessee - Knoxville
University of Texas at Austin
University of the District of Columbia
University of the South
University of Virginia
Vanderbilt University
Virginia Commonwealth
Voorhees College
Webster University
Western Carolina University
Winthrop University
Wofford College

Transfer Policies


Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, will develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission, upon the advice of the Council of Presidents, established a Transfer Articulation Policy Committee composed of four-year institutions’ Vice Presidents for academic affairs and the associate director for instruction of the State Board for Technical and Comprehensive Education. The principle outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

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

In 1995 the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education “notwithstanding any other provision of law to the contrary, shall have the following additional duties and functions with regard to the various public institutions of higher education.” These duties and responsibilities include the commission’s responsibility “to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools.” This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which was formed by the General Assembly and signed by the governor as Act 359 of 1996. Act 137 directs the commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures shall become effective immediately upon approval by the commission and were to be fully implemented, unless otherwise stated, by September 1, 1997.

State Articulation of 86 Courses

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

Admissions Criteria, Course Grades, GPAs Validations

2. All four-year public institutions shall issue annually in August a transfer guide covering at least the following items:

A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic course work taken elsewhere, for course work repeated due to failure, for course work taken at another institution while the student is academically suspended at his/her home institution and so forth.
C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
D. Institutional procedures used to calculate student applicants’ GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they shall also describe whether all course work taken prior to transfer or just course work deemed appropriate to the student’s intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation
Transfer Blocks, Statewide Agreements, Completion of the AA/AS Degree

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:

- Arts, Humanities and Social Sciences: Established curriculum block of 46-48 semester hours;
- Business Administration: Established curriculum block of 46-51 semester hours;
- Engineering: Established curriculum block of 33 semester hours;
- Science and Mathematics: Established curriculum block of 51-53 semester hours;
- Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of course work.

6. Any "unique" academic program not specifically or by extension covered within these procedures shall be transferable if the student has completed the course work with a "C" grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made.

A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale shall apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

B. Any multi-campus institution or system shall certify by letter to the commission that all course work at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.

4. Any course work (individual course, transfer blocks, statewide agreements) covered within these procedures shall be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Related Reports and Statewide Documents

8. All applicable recommendations found in the commission’s report to the General Assembly on the School-to-Work Act (approved by the commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of course work among two- and four-year institutions.

9. The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes in the numbers of transfer blocks and other commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred. (Contact the Division of Academic Affairs for copies of this report.)

Assurance of Quality

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution’s course work for transfer purposes will be evaluated and appropriate measures will be taken to reassure that the quality of the course work has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review shall occur every
four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

State Publication and Distribution of Information on Transfer
11. The staff of the Commission on Higher Education will print and distribute copies of these procedures upon their acceptance by the commission. The staff shall also place this document and the appendices on the commission’s home page on the Internet under the title “Transfer Policies.”
12. By September 1 of each year, all public four-year institutions will place the following materials on their internet websites:
   A. A copy of this entire document.
   B. A copy of the institution’s transfer guide.
13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its internet website:
   A. A copy of this entire document.
   B. Provide to the commission staff in a format suitable for placing on the commission’s website a list of all articulation agreements that each of the 16 technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.
14. Each two-year and four-year public institutional catalog shall contain a section entitled “Transfer: State Policies and Procedures.” Such section at a minimum will:
   A. Publish these procedures in their entirety (except appendices).
   B. Designate a chief transfer officer at the institution who will
      • provide information and other appropriate support for students considering transfer and recent transfers
      • serve as a clearinghouse for information on issues of transfer in the state of South Carolina.
      • provide definitive institutional rulings on transfer questions for the institution’s students under these procedures.
      • work closely with feeder institutions to assure ease in transfer for their students.
   C. Designate other programmatic transfer officer(s) as the size of the institution and the variety of its programs might warrant.
   D. Refer interested parties to the institutional Transfer Guide.
   E. Refer interested parties to the institution’s and the Commission on Higher Education’s home pages on the Internet for further information regarding transfer.
15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.
16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

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

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

Appendices
Appendix A: Statewide Articulation Agreement: Technical College Course Transferable to Public Senior Institutions (Revised to 86 courses 9/2002)
Appendix B: Statewide Transfer Blocks/Agreements (6)

Greenville Technical College provides students and other interested persons access to transfer articulation information through the transfer center, Planning and Transfer Headquarters (PATH) in the University Transfer Building on the Barton Campus. Currently enrolled students are encouraged to obtain transfer articulation information related to their specific transfer plans by meeting regularly with their assigned advisors. Advisors help students select courses best suited to their planned academic major subject areas and university destinations.

Students are responsible for using the services of advisors to guide their transfer planning. Transfer information is available on the Internet at the institution’s home page at https://www.gvltec.edu/transfer/ and at https://www.che.sc.gov/InstitutionsEducators/AcademicPolicies,Programs/AcademicTransferArticulation.aspx.

University Transfer Course Listing
This is a listing of Greenville Tech courses that are designated as University Transfer. (Courses that appear with an asterisk (*) appear on the Commission of Higher Education's Statewide Articulation List of Universally Transferable Courses from all technical colleges.) Credits for these courses do not automatically transfer to a four-year college or university. Students are responsible for checking with the university or college to which they plan to transfer in order to determine which courses they should complete at Greenville Tech. Please consult an academic advisor or counselor regarding a plan of study.
## Accounting

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ACC 101</td>
<td>Accounting Principles I*</td>
<td>3</td>
</tr>
<tr>
<td>ACC 102</td>
<td>Accounting Principles II*</td>
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## Allied Health Science

<table>
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<tr>
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<td>AHS 147</td>
<td>Clinical Pharmacology</td>
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## Education

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<td>Schools in Communities</td>
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## Engineering

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<td>ECE 205</td>
<td>Electrical and Computer Lab I</td>
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<td>ECE 210</td>
<td>Computer Engineering Lab I</td>
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<tr>
<td>ECE 211</td>
<td>Introduction to Computer Engineering I</td>
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<td>ECE 212</td>
<td>Introduction to Computer Engineering II</td>
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<td>ECE 215</td>
<td>Computer Engineering Lab II</td>
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<td>ECE 220</td>
<td>Electrical Engineering Lab I</td>
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<tr>
<td>ECE 221</td>
<td>Introduction to Electrical Engineering I</td>
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</tr>
<tr>
<td>ECE 222</td>
<td>Introduction to Electrical Engineering II</td>
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</tr>
<tr>
<td>ECE 225</td>
<td>Electrical Engineering Lab II</td>
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<tr>
<td>EGR 206</td>
<td>Introduction to Materials Science</td>
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</tr>
<tr>
<td>EGR 262</td>
<td>Engineering Dynamics</td>
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<tr>
<td>EGR 269</td>
<td>Engineering Disciplines and Skills</td>
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<tr>
<td>EGR 270</td>
<td>Introduction to Engineering</td>
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</tr>
<tr>
<td>EGR 275</td>
<td>Introduction to Engineering/Computer Graphics</td>
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</tr>
<tr>
<td>EGR 299</td>
<td>Applied Research in a Technical Field</td>
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## English Communications - Written

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<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
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</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
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## English Communications – Oral

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<tr>
<td>SPC 200</td>
<td>Introduction to Speech Communication</td>
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</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 208</td>
<td>Intercultural Communication</td>
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</tr>
<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
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## Freshman Seminar

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## Humanities

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<tr>
<td>ART 101</td>
<td>Art History and Appreciation*</td>
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</tr>
<tr>
<td>ART 105</td>
<td>Film as Art*</td>
<td>3</td>
</tr>
<tr>
<td>ART 106</td>
<td>History of Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 107</td>
<td>History of Early Western Art</td>
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</tr>
<tr>
<td>ART 108</td>
<td>History of Western Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 208</td>
<td>Art Since 1945</td>
<td>3</td>
</tr>
<tr>
<td>ART 210</td>
<td>History of Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ENG 201</td>
<td>American Literature I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 202</td>
<td>American Literature II*</td>
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<tr>
<td>ENG 205</td>
<td>English Literature I*</td>
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</tr>
<tr>
<td>ENG 206</td>
<td>English Literature II*</td>
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<tr>
<td>ENG 207</td>
<td>Literature for Children</td>
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<tr>
<td>ENG 208</td>
<td>World Literature I*</td>
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<tr>
<td>ENG 209</td>
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<tr>
<td>ENG 213</td>
<td>Short Fiction</td>
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<tr>
<td>ENG 225</td>
<td>Graphic Literature</td>
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<tr>
<td>ENG 228</td>
<td>Studies in Film Genre</td>
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</tr>
<tr>
<td>ENG 230</td>
<td>Women in Literature*</td>
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<tr>
<td>ENG 231</td>
<td>Middle Eastern Literature</td>
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<tr>
<td>ENG 234</td>
<td>Survey in Minority Literature</td>
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<td>ENG 235</td>
<td>Southern Literature</td>
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<tr>
<td>ENG 238</td>
<td>Creative Writing</td>
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<td>ENG 298</td>
<td>Research in English</td>
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<tr>
<td>FRE 101</td>
<td>Elementary French I*</td>
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<tr>
<td>FRE 102</td>
<td>Elementary French II*</td>
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<tr>
<td>FRE 201</td>
<td>Intermediate French I*</td>
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<td>FRE 202</td>
<td>Intermediate French II*</td>
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<td>GER 101</td>
<td>Elementary German I*</td>
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<td>GER 102</td>
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<td>GER 202</td>
<td>Intermediate German II</td>
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<tr>
<td>HIS 101</td>
<td>Western Civilization to 1689*</td>
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</tr>
<tr>
<td>HIS 102</td>
<td>Western Civilization Post 1689*</td>
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</tr>
<tr>
<td>HIS 104</td>
<td>World History I</td>
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<tr>
<td>HIS 105</td>
<td>World History II</td>
<td>3</td>
</tr>
<tr>
<td>HIS 106</td>
<td>Introduction to African History</td>
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</tr>
<tr>
<td>HIS 115</td>
<td>African-American History</td>
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</tr>
<tr>
<td>HIS 122</td>
<td>History, Technology and Society</td>
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<tr>
<td>HIS 201</td>
<td>American History: Discovery to 1877*</td>
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</tr>
<tr>
<td>HIS 202</td>
<td>American History: 1877 to Present*</td>
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<td>HSS 295</td>
<td>Leadership Through the Humanities</td>
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<td>Research in the Humanities</td>
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<td>MUS 105</td>
<td>Music Appreciation*</td>
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<td>MUS 110</td>
<td>Music Fundamentals</td>
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<td>PHI 101</td>
<td>Introduction to Philosophy*</td>
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<td>PHI 105</td>
<td>Introduction to Logic*</td>
<td>3</td>
</tr>
<tr>
<td>PHI 110</td>
<td>Ethics*</td>
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<tr>
<td>REL 101</td>
<td>Introduction to Religion</td>
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<tr>
<td>REL 102</td>
<td>Introduction to Biblical Studies</td>
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<tr>
<td>REL 201</td>
<td>Religions of the World</td>
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### University Transfer Course Listing

#### Human Services

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<th>Course</th>
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<tbody>
<tr>
<td>HUS 101</td>
<td>Introduction to Human Services</td>
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</tr>
<tr>
<td>HUS 102</td>
<td>Personal and Professional Development in Helping Professions</td>
<td>3</td>
</tr>
<tr>
<td>HUS 204</td>
<td>Introduction to Social Work</td>
<td>3</td>
</tr>
<tr>
<td>HUS 205</td>
<td>Gerontology</td>
<td>3</td>
</tr>
<tr>
<td>HUS 206</td>
<td>Death and Dying</td>
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<td>Case Management</td>
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<td>HUS 217</td>
<td>Addictions Counseling</td>
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<td>Diversity Issues in Human Services Practice</td>
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<td>Counseling Techniques</td>
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#### Mathematics

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<td>MAT 109</td>
<td>College Algebra with Modeling</td>
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<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
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<tr>
<td>MAT 111</td>
<td>College Trigonometry*</td>
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<td>MAT 120</td>
<td>Probability and Statistics*</td>
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<td>Math for Elementary Education I</td>
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<td>MAT 215</td>
<td>Geometry</td>
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<td>MAT 230</td>
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<td>MAT 242</td>
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#### Social Sciences

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<td>ANT 203</td>
<td>Physical Anthropology and Archaeology</td>
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<td>ECO 210</td>
<td>Macroeconomics*</td>
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<td>ECO 211</td>
<td>Microeconomics*</td>
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<td>Introduction to Geography*</td>
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<tr>
<td>PSC 201</td>
<td>American Government*</td>
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<td>PSC 205</td>
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<td>PSC 206</td>
<td>Politics of the Middle East</td>
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<td>State and Local Government*</td>
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<td>PSC 220</td>
<td>Introduction to International Relations</td>
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<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
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<td>PSY 203</td>
<td>Human Growth and Development*</td>
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<td>PSY 206</td>
<td>Health Psychology</td>
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<td>Human Sexuality*</td>
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<td>PSY 212</td>
<td>Abnormal Psychology*</td>
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#### Sciences - Biological and Physical

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<td>AST 102</td>
<td>Stellar Astronomy*</td>
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<tr>
<td>BIO 101</td>
<td>Biological Science I*</td>
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<td>BIO 102</td>
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<tr>
<td>BIO 105</td>
<td>Principles of Biology (non-majors biology)</td>
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<td>BIO 201</td>
<td>Zoology</td>
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<td>Botany</td>
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<td>BIO 203</td>
<td>General Genetics</td>
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<td>BIO 204</td>
<td>Introduction to Theatre*</td>
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<tr>
<td>BIO 205</td>
<td>Ecology</td>
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<td>BIO 206</td>
<td>Ecology Lab</td>
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<td>BIO 209</td>
<td>Principles of Environmental Science</td>
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<td>BIO 210</td>
<td>Anatomy &amp; Physiology I*</td>
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<td>Anatomy &amp; Physiology II*</td>
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<td>BIO 225</td>
<td>Microbiology*</td>
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<td>Nutrition</td>
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<td>BIO 241</td>
<td>Clinical Nutrition</td>
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<td>BIO 260</td>
<td>Immunology</td>
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<td>BIO 275</td>
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<td>Research in the Biological Sciences</td>
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<td>Principles of Biochemistry</td>
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<td>Research in Chemistry</td>
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Visual Arts

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<td>Type Designing</td>
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<td>Ceramics</td>
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<tr>
<td>ART 207</td>
<td>Printmaking</td>
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<td>ART 210</td>
<td>History of Graphic Design</td>
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<td>ART 211</td>
<td>Introduction to Painting</td>
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<tr>
<td>ART 267</td>
<td>Seminar in Photography</td>
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<td>ART 268</td>
<td>Seminar in Fine Arts</td>
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<tr>
<td>ART 290</td>
<td>Photojournalism</td>
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<td>ART 292</td>
<td>Foundations for Art Education</td>
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<td>ARV 110</td>
<td>Computer Graphics I</td>
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<td>ARV 121</td>
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<td>3-Dimensional Design I</td>
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<td>Graphic Illustration</td>
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<td>ARV 210</td>
<td>Computer Graphics II</td>
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<td>ARV 212</td>
<td>Digital Photography</td>
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<td>Photography II</td>
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<td>Photography III</td>
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<td>ARV 217</td>
<td>Computer Imagery</td>
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<td>ARV 222</td>
<td>Computer Animation</td>
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<td>ARV 227</td>
<td>Web Site Design I</td>
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<td>ARV 228</td>
<td>Web Site Design II</td>
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<td>ARV 230</td>
<td>Visual Arts Business Procedures</td>
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<td>ARV 241</td>
<td>Painting II</td>
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<td>ARV 244</td>
<td>Sculpture I</td>
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<td>Studio Practicum I</td>
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Theatre

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<td>Theatre Laboratory III</td>
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<tr>
<td>THE 226</td>
<td>Children’s Theatre</td>
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<tr>
<td>THE 250</td>
<td>Makeup for Performance</td>
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<tr>
<td>THE 253</td>
<td>Stagecraft</td>
<td>3</td>
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<tr>
<td>THE 276</td>
<td>Script Analysis</td>
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<td>THE 290</td>
<td>Voice and Diction for the Stage</td>
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Associate in Arts

Program Description

The School of Arts & Sciences offers the Associate in Arts and Associate in Science degrees as well as the general education courses required for the Associate in Applied Science degree programs. It provides opportunities for undergraduate research, study abroad/international education and advanced course rigor through the Honors Program.

Mission Statement

The School of Arts & Sciences provides an interdisciplinary educational experience with broad-based degree options, general education courses, Honors Program, opportunities for undergraduate research and global education.

Entrance Requirements

Acceptable placement test score(s)

Type of Program

Day, night, weekend, online

Type of Degree

Associate degree

Total Hours Required for Program

61 semester hours

Related Areas

Business administration, education, English, foreign languages, geography, history, international studies, journalism, law, physical education, political science, psychology, recreation, social work, sociology, speech, visual and performing arts

Transfer Track Options

Students following a transfer track may earn the Associate in Arts degree upon completion of 61 credit hours meeting Associate in Arts degree requirements. Additional hours may be recommended for transfer tracks, depending on the track. Students completing the recommended transfer track will earn an Associate in Arts degree. Students wishing to earn an additional certificate or degree must apply for and complete requirements for that certificate or degree. However, students can only apply for and complete one Associate in Arts degree.

The Associate in Arts degree also offers the option for students to select one of the following transfer tracks:

- Art Education Transfer Track
- Biological Sciences Transfer Track
- Chemistry Transfer Track
- Communication Transfer Track
- English Transfer Track
- History Transfer Track
- Physics Transfer Track
- Pre-Healthcare Administration Transfer Track
- Pre-Law Transfer Track
- Teacher Education
• Early Childhood Education/Elementary Education/Special Education
• Middle-Level Social Studies Education/Secondary Social Studies Education
• Middle-Level English/Secondary English Education
• Physical Education
• Theatre
• Visual Arts
  • Art Education
  • Fine Arts
  • Graphic Design
  • Photography
  • Web Site Design

Transfer Requirements
Students planning to transfer and pursue a bachelor’s degree are strongly urged to utilize Greenville Technical College’s academic advising services. The transfer process for transfer tracks is very specific and leaves little opportunity for error in choosing classes. It is very important that students discuss curriculum and transfer requirements with their assigned academic advisor and with a transfer advisor at the four-year institution of their choice. It is most beneficial to the student if these discussions begin as soon as the choice to transfer to a four-year institution has been made.

Visit our web page at https://www.gvltec.edu/arts-sciences/.

Requirements and Course Options
Associate in Arts

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<tr>
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<td>Communications and Literature</td>
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<td>Humanities/Social Science Electives</td>
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<td>Mathematics/Sciences</td>
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<td>Other Hours</td>
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1 Select a minimum of one social science course.
2 A minimum of one math and one lab science course is required.

College Skills

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Communications and Literature

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<td>English Composition I*</td>
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<td>SPC 200</td>
<td>Introduction to Speech Communication</td>
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<td>SPC 205</td>
<td>Public Speaking*</td>
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<td>SPC 208</td>
<td>Intercultural Communication</td>
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<td>SPC 209</td>
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Literature

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<td>American Literature I*</td>
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<td>ENG 207</td>
<td>Literature for Children</td>
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<td>ENG 208</td>
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<td>ENG 213</td>
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<td>Graphic Literature</td>
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<td>ENG 228</td>
<td>Studies in Film Genre</td>
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<td>ENG 230</td>
<td>Women in Literature*</td>
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<td>ENG 231</td>
<td>Middle Eastern Literature</td>
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<td>ENG 234</td>
<td>Survey in Minority Literature</td>
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<td>ENG 235</td>
<td>Southern Literature</td>
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<td>ENG 238</td>
<td>Creative Writing</td>
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<td>FRE 101</td>
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<td>HIS 101</td>
<td>Western Civilization to 1689*</td>
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<td>HIS 102</td>
<td>Western Civilization Post 1689*</td>
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<td>World History I</td>
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Humanities/Social Science Electives

A minimum of one social science course is required.

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<td>Art History and Appreciation*</td>
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<td>ART 105</td>
<td>Film as Art*</td>
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<td>ART 106</td>
<td>History of Photography</td>
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<tr>
<td>ART 107</td>
<td>History of Early Western Art</td>
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<tr>
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**Communications/Humanities/Social Sciences/Fine Arts**

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<td>American History: 1877 to Present*</td>
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<tr>
<td>HSS 298</td>
<td>Research in the Humanities</td>
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<tr>
<td>HUS 101</td>
<td>Introduction to Human Services</td>
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<tr>
<td>HUS 102</td>
<td>Personal and Professional Development in Helping Professions</td>
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<tr>
<td>HUS 150</td>
<td>Supervised Field Placement I</td>
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<tr>
<td>HUS 204</td>
<td>Introduction to Social Work</td>
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<tr>
<td>HUS 205</td>
<td>Gerontology</td>
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<tr>
<td>HUS 206</td>
<td>Death and Dying</td>
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<tr>
<td>HUS 208</td>
<td>Alcohol and Drug Abuse</td>
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<tr>
<td>HUS 209</td>
<td>Case Management</td>
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<td>HUS 216</td>
<td>Behavior Change Techniques</td>
<td>3</td>
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<td>HUS 217</td>
<td>Addictions Counseling</td>
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<td>HUS 220</td>
<td>Diversity Issues in Human Services Practice</td>
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<td>HUS 225</td>
<td>Personal/Interpersonal Adjustment</td>
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<td>HUS 231</td>
<td>Counseling Techniques</td>
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<td>HUS 237</td>
<td>Crisis Intervention</td>
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<td>HUS 241</td>
<td>The Counseling Relationship</td>
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<td>HUS 260</td>
<td>Human Services Special Topics</td>
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<td>IST 190</td>
<td>LINUX Essentials</td>
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<tr>
<td>IST 201</td>
<td>Cisco Internetworking Concepts</td>
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<tr>
<td>IST 202</td>
<td>Cisco Router Configuration</td>
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<tr>
<td>IST 203</td>
<td>Advanced Cisco Router Configuration</td>
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<tr>
<td>IST 204</td>
<td>Cisco Troubleshooting</td>
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<tr>
<td>IST 220</td>
<td>Data Communications</td>
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<tr>
<td>IST 226</td>
<td>Internet Programming</td>
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<tr>
<td>IST 257</td>
<td>LAN Network Server Technologies</td>
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<tr>
<td>IST 258</td>
<td>LAN Directory Services</td>
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<tr>
<td>IST 266</td>
<td>Internet and Firewall Security</td>
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<tr>
<td>IST 272</td>
<td>Relational Database</td>
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<tr>
<td>LEG 120</td>
<td>Torts</td>
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<tr>
<td>LEG 121</td>
<td>Business Law I</td>
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<tr>
<td>LEG 122</td>
<td>Business Law II</td>
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<tr>
<td>LEG 132</td>
<td>Legal Bibliography</td>
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<tr>
<td>LEG 135</td>
<td>Introduction to Law and Ethics</td>
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<tr>
<td>LEG 201</td>
<td>Civil Litigation I (Discovery)</td>
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<tr>
<td>LEG 202</td>
<td>Civil Litigation II (Pleadings)</td>
<td>3</td>
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<tr>
<td>LEG 213</td>
<td>Family Law</td>
<td>3</td>
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<tr>
<td>LEG 214</td>
<td>Property Law</td>
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<tr>
<td>LEG 230</td>
<td>Legal Writing</td>
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<tr>
<td>LEG 233</td>
<td>Wills, Trusts and Probate</td>
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<tr>
<td>LOG 215</td>
<td>Supply Chain Management</td>
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<tr>
<td>LOG 250</td>
<td>Advanced Global Logistics</td>
<td>3</td>
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<tr>
<td>MAT 103</td>
<td>Quantitative Reasoning</td>
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<tr>
<td>MAT 109</td>
<td>College Algebra with Modeling</td>
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<td>MAT 110</td>
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<td>MAT 120</td>
<td>Probability and Statistics*</td>
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<tr>
<td>MAT 130</td>
<td>Elementary Calculus*</td>
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<tr>
<td>MAT 140</td>
<td>Analytical Geometry and Calculus I*</td>
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<tr>
<td>MAT 141</td>
<td>Analytical Geometry and Calculus II*</td>
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<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
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<tr>
<td>MAT 170</td>
<td>Algebra, Geometry and Trigonometry I</td>
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</table>
MAT 211 Math for Elementary Education I 3
MAT 212 Math for Elementary Education II 3
MAT 215 Geometry 3
MAT 220 Advanced Statistics 3
MAT 230 Basic Multivariable Calculus 3
MAT 240 Analytical Geometry & Calculus III* 4
MAT 242 Differential Equations* 4
MGT 101 Principles of Management 3
MGT 120 Small Business Management 3
MGT 150 Fundamentals of Supervision 3
MGT 201 Human Resource Management 3
MGT 240 Management Decision-Making 3
MGT 255 Organizational Behavior 3
MGT 270 Managerial Communications 3
MKT 101 Marketing 3
MKT 120 Sales Principles 3
MKT 130 Customer Service Principles 3
MKT 240 Advertising 3
MKT 245 Promotional Strategies 3
MKT 260 Marketing Management 3
MKT 268 Marketing Research 3
MUS 105 Music Appreciation* 3
MUS 110 Music Fundamentals 3
PHI 101 Introduction to Philosophy* 3
PHI 105 Introduction to Logic* 3
PHI 110 Ethics* 3
PHS 101 Physical Science I 4
PHS 102 Physical Science II 4
PHY 201 Physics I* 4
PHY 202 Physics II* 4
PHY 221 University Physics I* 4
PHY 222 University Physics II* 4
PSC 101 Topics for Model United Nations 1
PSC 103 Topics for Model United Nations II 1
PSC 104 Topics for Model United Nations III 1
PSC 201 American Government* 3
PSC 205 Politics and Government 3
PSC 206 Politics of the Middle East 3
PSC 215 State and Local Government* 3
PSC 220 Introduction to International Relations 3
PSY 201 General Psychology* 3
PSY 203 Human Growth and Development* 3
PSY 206 Health Psychology 3
PSY 208 Human Sexuality* 3
PSY 212 Abnormal Psychology* 3
PSY 225 Social Psychology 3
PSY 299 Research in Psychology 3
REL 101 Introduction to Religion 3
REL 102 Introduction to Biblical Studies 3
REL 201 Religions of the World 3
SOC 101 Introduction to Sociology* 3
SOC 205 Social Problems* 3
SOC 215 Ethnicity and Minority Issues 3
SOC 225 Gender Issues 3
SOC 299 Research in Sociology 3
SPA 101 Elementary Spanish I* 4
SPA 102 Elementary Spanish II* 4
SPA 201 Intermediate Spanish I* 3
SPA 202 Intermediate Spanish II* 3
SPC 200 Introduction to Speech Communication 3
SPC 205 Public Speaking* 3
SPC 208 Intercultural Communication 3
SPC 209 Interpersonal Communication 3
THE 101 Introduction to Theatre* 3
THE 105 Fundamentals of Acting 3
THE 205 Intermediate Acting 3
THE 220 Theatre Laboratory I 1
THE 221 Theatre Laboratory II 1
THE 222 Theatre Laboratory III 1
THE 226 Children's Theatre 3
THE 250 Makeup for Performance 3
THE 253 Stagecraft 3
THE 276 Script Analysis 3
THE 290 Voice and Diction for the Stage 3

Transfer Tracks

Art Education Transfer Track

The following courses within the Associate in Arts degree are recommended for students wishing to transfer to a four-year program with an emphasis in art education.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
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<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics*</td>
<td>3</td>
</tr>
<tr>
<td>COL 111</td>
<td>E-Learning Success</td>
<td>1</td>
</tr>
<tr>
<td>ART 111</td>
<td>Basic Drawing I</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester

| ENG 102  | English Composition II*              | 3     |
| SPC 205  | Public Speaking*                     | 3     |
| PSC 201  | American Government*                 | 3     |
| Select one of the following: | | 4 |
| FRE 101  | Elementary French I*                 | 3     |
| SPA 101  | Elementary Spanish I*                | 4     |
| GER 101  | Elementary German I*                 | 3     |
| ART 111  | Basic Drawing I                      | 3     |

Third Semester

| ART 107  | History of Early Western Art         | 3     |
| Literature Requirement (200 level) | | 3 |
| ARV 122  | 3-Dimensional Design I               | 3     |
| Select one of the following: | | 4 |
| FRE 102  | Elementary French II*                | 3     |
Due to variability in preparation programming, transferability at a four-year college or university is subject to individual school approval.

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**Chemistry Transfer Track**

The following courses within the Associate in Arts degree are recommended for students wishing to transfer to a four-year program with an emphasis in chemistry.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
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</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>COL 111</td>
<td>E-Learning Success</td>
<td>1</td>
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<tr>
<td>SPA 101</td>
<td>Elementary Spanish I*</td>
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</table>

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CHM 110</td>
<td>College Chemistry I*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 111</td>
<td>College Trigonometry*</td>
<td>3</td>
</tr>
<tr>
<td>SPA 102</td>
<td>Elementary Spanish II*</td>
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**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Humanities (non-literature)/Social Science</td>
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<tr>
<td>Literature requirement (200 Level)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MAT 140</td>
<td>Analytical Geometry and Calculus I*</td>
<td>4</td>
</tr>
<tr>
<td>BIO 102</td>
<td>Biological Science II*</td>
<td>4</td>
</tr>
<tr>
<td>SPA 201</td>
<td>Intermediate Spanish I*</td>
<td>3</td>
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</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Humanities (non-literature)/Social Science</td>
<td>3</td>
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</tr>
<tr>
<td>MAT 141</td>
<td>Analytical Geometry and Calculus II*</td>
<td>4</td>
</tr>
<tr>
<td>Humanities (non-literature)/Social Science</td>
<td>3</td>
<td></td>
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<tr>
<td>SPA 202</td>
<td>Intermediate Spanish II*</td>
<td>3</td>
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<tr>
<td>HSS 295</td>
<td>Leadership Through the Humanities</td>
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**Total Required Credit Hours**

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<tr>
<th></th>
<th>Hours</th>
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<tbody>
<tr>
<td>First Semester</td>
<td>63</td>
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<tr>
<td>Second Semester</td>
<td>64</td>
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</tbody>
</table>

**Communication Transfer Track**

The following courses within the Associate in Arts degree are recommended for students wishing to transfer to a four-year program with an emphasis in communication.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
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</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
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<tr>
<td>Select one of the following:</td>
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<tr>
<td>FRE 101</td>
<td>Elementary French I*</td>
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<tr>
<td>SPA 101</td>
<td>Elementary Spanish I*</td>
<td></td>
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<tr>
<td>GER 101</td>
<td>Elementary German I*</td>
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</tr>
<tr>
<td>COL 111</td>
<td>E-Learning Success</td>
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**Total Required Credit Hours**

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<thead>
<tr>
<th></th>
<th>Hours</th>
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<tbody>
<tr>
<td>First Semester</td>
<td>63</td>
</tr>
<tr>
<td>Select one of the following:</td>
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</table>
Fine Arts Elective 3

Second Semester

ENG 102  English Composition II* 3
CPT 170  Microcomputer Applications 3
Select one of the following: 4
  FRE 102  Elementary French II* 3
  SPA 102  Elementary Spanish II* 3
  GER 102  Elementary German II* 3
Social Science Elective 3
MAT 120  Probability and Statistics* 3

Third Semester

Literature Elective 3
Select one of the following: 3
  FRE 201  Intermediate French I* 3
  SPA 201  Intermediate Spanish I* 3
  GER 201  Intermediate German I 3
Natural Science with lab 4
Social Science Elective 3
SPC 205  Public Speaking* 3

Fourth Semester

BIO 105  Principles of Biology (non-majors biology) 4
Select one of the following: 3
  FRE 202  Intermediate French II* 3
  SPA 202  Intermediate Spanish II* 4
  GER 202  Intermediate German II 3
HIS 105  World History II 3
REL 201  Religions of the World 3
SPC 208/209/298 3
Total Required Credit Hours 62

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English Transfer Track

The following courses within the Associate in Arts degree are recommended for students wishing to transfer to a four-year program with an emphasis in English.

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
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</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>SPA 101</td>
<td>Elementary Spanish I*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>COL 111</td>
<td>E-Learning Success</td>
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</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
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<tr>
<td>Select one of the following:</td>
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</table>
  ART 101 | Art History and Appreciation* | 3 |
  MUS 105 | Music Appreciation* | 3 |

<table>
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<th>Title</th>
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<tbody>
<tr>
<td>SPA 102</td>
<td>Elementary Spanish II*</td>
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<tr>
<td>History Elective</td>
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<table>
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<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 201</td>
<td>American Literature I*</td>
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<tr>
<td>ENG 205</td>
<td>English Literature I*</td>
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</tr>
<tr>
<td>BIO 101</td>
<td>Biological Science I*</td>
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</tbody>
</table>
Select one of the following: 3
  ART 101 | Art History and Appreciation* | 3 |
  MUS 105 | Music Appreciation* | 3 |
  THE 101 | Introduction to Theatre* | 3 |

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 102</td>
<td>Biological Science II*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 202</td>
<td>American Literature II*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 206</td>
<td>English Literature II*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 208</td>
<td>World Literature I*</td>
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</table>
  or ENG 209 | World Literature II* | 3 |
  HSS 295 | Leadership Through the Humanities | 3 |
Total Required Credit Hours 62

History Transfer Track

The following courses within the Associate in Arts degree are recommended for students wishing to transfer to a four-year program with an emphasis in history.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>COL 111</td>
<td>E-Learning Success</td>
<td>1</td>
</tr>
<tr>
<td>SPA 101</td>
<td>Elementary Spanish I*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 109</td>
<td>College Algebra with Modeling</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
</tbody>
</table>
Select one of the following: 3
  ART 101 | Art History and Appreciation* | 3 |
  MUS 105 | Music Appreciation* | 3 |
  THE 101 | Introduction to Theatre* | 3 |
  HIS 101 | Western Civilization to 1689* | 3 |
  SPA 102 | Elementary Spanish II* | 4 |
| Social Science Elective | | 3 |
Literature Requirement (200 level) 3
HIS 102 Western Civilization Post 1689* 3
HIS 104 World History I 3
BIO 101 Biological Science I* 4

Fourth Semester
BIO 102 Biological Science II* 4
HIS 105 World History II 3
HIS 201 American History: Discovery to 1877* 3
or HIS 202 American History: 1877 to Present*
Elective 1 3
Elective 1 3
Total Required Credit Hours 62

1  Elective Options: Any humanities/social science/literature course
or choose from CPT 170 Microcomputer Applications or MAT 220
Advanced Statistics

NOTE: History elective courses are based on most common requirements
and most commonly accepted direct transfer credit for history majors at
four-year colleges. Students may select other electives if those courses
transfer to their chosen transfer institution.

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year college or university is subject to individual school approval.
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specific college or university to which they plan to transfer to determine
the transferability of any course taken at Greenville Technical College.

Physics Transfer Track
The following courses within the Associate in Arts degree are
recommended for students wishing to transfer to a four-year program
with an emphasis in physics.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
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<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>COL 111</td>
<td>E-Learning Success</td>
<td>1</td>
</tr>
<tr>
<td>SPA 101</td>
<td>Elementary Spanish I*</td>
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</tr>
<tr>
<td>Second Semester</td>
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<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>CHM 110</td>
<td>College Chemistry I*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 111</td>
<td>College Trigonometry*</td>
<td>3</td>
</tr>
<tr>
<td>SPA 102</td>
<td>Elementary Spanish II*</td>
<td>4</td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities (non-literature)/Social Science</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Literature requirement (200 Level)</td>
<td>3</td>
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</tr>
<tr>
<td>MAT 140</td>
<td>Analytical Geometry and Calculus I*</td>
<td>4</td>
</tr>
<tr>
<td>CHM 111</td>
<td>College Chemistry II*</td>
<td>4</td>
</tr>
<tr>
<td>SPA 201</td>
<td>Intermediate Spanish I*</td>
<td>3</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities (non-literature)/Social Science</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MAT 141</td>
<td>Analytical Geometry and Calculus II*</td>
<td>4</td>
</tr>
<tr>
<td>Humanities (non-literature)/Social Science</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Pre-Healthcare Administration Transfer Track
The following courses within the Associate in Arts degree are
recommended for students wishing to transfer to a four-year program
with an emphasis in pre-healthcare administration.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Biological Science I*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 109</td>
<td>College Algebra with Modeling</td>
<td>3</td>
</tr>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>COL 111</td>
<td>E-Learning Success</td>
<td>1</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
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<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BIO 102</td>
<td>Biological Science II*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics*</td>
<td>3</td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>ECO 210</td>
<td>Macroeconomics*</td>
<td>3</td>
</tr>
<tr>
<td>History Elective</td>
<td>3</td>
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</tr>
<tr>
<td>ACC 101</td>
<td>Accounting Principles I*</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ART 101</td>
<td>Art History and Appreciation*</td>
<td>3</td>
</tr>
<tr>
<td>MUS 105</td>
<td>Music Appreciation*</td>
<td>3</td>
</tr>
<tr>
<td>THE 101</td>
<td>Introduction to Theatre*</td>
<td>3</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECO 211</td>
<td>Microeconomics*</td>
<td>3</td>
</tr>
<tr>
<td>ACC 102</td>
<td>Accounting Principles II*</td>
<td>3</td>
</tr>
<tr>
<td>PSC 201</td>
<td>American Government*</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology*</td>
<td>3</td>
</tr>
<tr>
<td>Literature Requirement (200 level)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total Required Credit Hours</td>
<td>63</td>
<td></td>
</tr>
</tbody>
</table>

Due to variability in preparation programming, transferability at a four-
year college or university is subject to individual school approval.
Students are responsible for checking with the GTC PATH office and the
specific college or university to which they plan to transfer to determine
the transferability of any course taken at Greenville Technical College.
Pre-Law Transfer Track

The following courses within the Associate in Arts degree are recommended for students wishing to transfer to a four-year program with an emphasis in pre-law.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>COL 111</td>
<td>E-Learning Success</td>
<td>1</td>
</tr>
<tr>
<td>SPA 101</td>
<td>Elementary Spanish I*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 109</td>
<td>College Algebra with Modeling</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ART 101</td>
<td>Art History and Appreciation*</td>
<td></td>
</tr>
<tr>
<td>MUS 105</td>
<td>Music Appreciation*</td>
<td></td>
</tr>
<tr>
<td>THE 101</td>
<td>Introduction to Theatre*</td>
<td></td>
</tr>
<tr>
<td>HIS 101</td>
<td>Western Civilization to 1689*</td>
<td>3</td>
</tr>
<tr>
<td>or HIS 102</td>
<td>Western Civilization Post 1689*</td>
<td></td>
</tr>
<tr>
<td>SPA 102</td>
<td>Elementary Spanish II*</td>
<td>4</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC 201</td>
<td>American Government*</td>
<td>3</td>
</tr>
<tr>
<td>Literature Requirement (200 Level)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PHI 110</td>
<td>Ethics*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Biological Science I*</td>
<td>4</td>
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</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 102</td>
<td>Biological Science II*</td>
<td>4</td>
</tr>
<tr>
<td>PSC 215</td>
<td>State and Local Government*</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology*</td>
<td>3</td>
</tr>
<tr>
<td>Elective ¹</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective ¹</td>
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<td>3</td>
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</tbody>
</table>

Total Required Credit Hours 62

¹ Elective Options: Any humanities/social science/literature course or choose from CPT 170 Microcomputer Applications or MAT 220 Advanced Statistics

Due to variability in preparation programming, transferability at a four-year college or university is subject to individual school approval. Students are responsible for checking with the GTC PATH office and the specific college or university to which they plan to transfer to determine the transferability of any course taken at Greenville Technical College.

Teacher Education Tracks

Students may select from one of four tracks:

**Early Childhood Education/Elementary Education/Special Education**

The following courses within the Associate in Arts degree are recommended for students wishing to transfer to a four-year teacher education preparation program for licensure in Early Childhood Education, Elementary Education or Special Education.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>hours</th>
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</thead>
<tbody>
<tr>
<td>COMM 100</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
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</table>

**Communications & Literature**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
</tbody>
</table>

**Humanities/Social Science Electives**

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101</td>
<td>Western Civilization to 1689*</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>Western Civilization Post 1689*</td>
<td></td>
</tr>
<tr>
<td>HIS 201</td>
<td>American History: Discovery to 1877*</td>
<td></td>
</tr>
<tr>
<td>HIS 202</td>
<td>American History: 1877 to Present*</td>
<td></td>
</tr>
</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Art History and Appreciation*</td>
<td>3</td>
</tr>
<tr>
<td>MUS 105</td>
<td>Music Appreciation*</td>
<td>3</td>
</tr>
<tr>
<td>THE 101</td>
<td>Introduction to Theatre*</td>
<td>3</td>
</tr>
</tbody>
</table>

**Mathematics/Sciences**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
<td>3</td>
</tr>
</tbody>
</table>

**Humanities/Social Sciences**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEO 101</td>
<td>Introduction to Geography*</td>
<td>3</td>
</tr>
</tbody>
</table>

**Other Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>hours</th>
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</thead>
<tbody>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ECD 107</td>
<td>Exceptional Children ¹</td>
<td>3</td>
</tr>
<tr>
<td>EDU 230</td>
<td>Schools in Communities ¹</td>
<td>4</td>
</tr>
<tr>
<td>MAT 211</td>
<td>Math for Elementary Education I ¹</td>
<td>3</td>
</tr>
<tr>
<td>MAT 212</td>
<td>Math for Elementary Education II ¹</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Credit Hours 63

¹ Due to variability in teacher preparation programming, transferability as an “education” course rather than an elective at a four-year university is subject to individual school approval.

Middle-Level English/Secondary English Education

The following courses within the Associate in Arts degree are recommended for students wishing to transfer to a four-year teacher education preparation program for licensure in Middle-Level English or Secondary English Education.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
</tbody>
</table>
**Humanities/Social Science Electives**

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101</td>
<td>Western Civilization to 1689*</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>Western Civilization Post 1689*</td>
<td>3</td>
</tr>
<tr>
<td>HIS 201</td>
<td>American History: Discovery to 1877*</td>
<td>3</td>
</tr>
<tr>
<td>HIS 202</td>
<td>American History: 1877 to Present*</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Art History and Appreciation*</td>
<td>3</td>
</tr>
<tr>
<td>MUS 105</td>
<td>Music Appreciation*</td>
<td>3</td>
</tr>
<tr>
<td>THE 101</td>
<td>Introduction to Theatre*</td>
<td>3</td>
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</tbody>
</table>

ENG 201 American Literature I* 3
or ENG 202 American Literature II* 3

**Mathematics/Sciences**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
<td>3</td>
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**Humanities/Social Sciences**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 205</td>
<td>English Literature I*</td>
<td>3</td>
</tr>
<tr>
<td>or ENG 206</td>
<td>English Literature II*</td>
<td>3</td>
</tr>
<tr>
<td>REL 101</td>
<td>Introduction to Religion</td>
<td>3</td>
</tr>
<tr>
<td>or REL 201</td>
<td>Religions of the World</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>FRE 101</td>
<td>Elementary French I*</td>
<td>3</td>
</tr>
<tr>
<td>GER 101</td>
<td>Elementary German I*</td>
<td>3</td>
</tr>
<tr>
<td>SPA 101</td>
<td>Elementary Spanish I*</td>
<td>3</td>
</tr>
<tr>
<td>PSC 201</td>
<td>American Government*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
<td>3</td>
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</tbody>
</table>

**Other Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>EDU 230</td>
<td>Schools in Communities 1</td>
<td>4</td>
</tr>
</tbody>
</table>

English Core – additional 200-level or above ENG courses 1 3

Science course 3-4

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRE 102</td>
<td>Elementary French II*</td>
<td>3</td>
</tr>
<tr>
<td>GER 102</td>
<td>Elementary German II*</td>
<td>3</td>
</tr>
<tr>
<td>SPA 102</td>
<td>Elementary Spanish II*</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Credit Hours 64-65

Due to variability in teacher preparation programming, transferability as an “education” course rather than an elective at a four-year university is subject to individual school approval.

**Middle-Level Social Studies Education/Secondary Social Studies Education**

The following courses within the Associate in Arts degree are recommended for students wishing to transfer to a four-year teacher education preparation program for licensure in Middle-Level Social Studies Education or Secondary Social Studies Education.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>ENG Elective Select from available options</td>
<td></td>
<td></td>
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</tbody>
</table>

**Humanities/Social Sciences**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 201</td>
<td>American History: Discovery to 1877*</td>
<td>3</td>
</tr>
<tr>
<td>or HIS 202</td>
<td>American History: 1877 to Present*</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Art History and Appreciation*</td>
<td>3</td>
</tr>
<tr>
<td>MUS 105</td>
<td>Music Appreciation*</td>
<td>3</td>
</tr>
<tr>
<td>THE 101</td>
<td>Introduction to Theatre*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
</tbody>
</table>

**Mathematics/Sciences**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
<td>3</td>
</tr>
</tbody>
</table>

**Humanities/Social Sciences**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 205</td>
<td>English Literature I*</td>
<td>3</td>
</tr>
<tr>
<td>or ENG 206</td>
<td>English Literature II*</td>
<td>3</td>
</tr>
<tr>
<td>REL 101</td>
<td>Introduction to Religion</td>
<td>3</td>
</tr>
<tr>
<td>or REL 201</td>
<td>Religions of the World</td>
<td>3</td>
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Select one of the following:

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<th>Hours</th>
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</thead>
<tbody>
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<tr>
<td>GER 101</td>
<td>Elementary German I*</td>
<td>3</td>
</tr>
<tr>
<td>SPA 101</td>
<td>Elementary Spanish I*</td>
<td>3</td>
</tr>
<tr>
<td>PSC 201</td>
<td>American Government*</td>
<td>3</td>
</tr>
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</table>

**Other Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>EDU 230</td>
<td>Schools in Communities 1</td>
<td>4</td>
</tr>
<tr>
<td>ECO 210</td>
<td>Macroeconomics*</td>
<td>3</td>
</tr>
<tr>
<td>or ECO 211</td>
<td>Microeconomics*</td>
<td>3</td>
</tr>
<tr>
<td>GEO 101</td>
<td>Introduction to Geography*</td>
<td>3</td>
</tr>
<tr>
<td>or GEO 102</td>
<td>World Geography*</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRE 102</td>
<td>Elementary French II*</td>
<td>3</td>
</tr>
<tr>
<td>GER 102</td>
<td>Elementary German II*</td>
<td>3</td>
</tr>
<tr>
<td>SPA 102</td>
<td>Elementary Spanish II*</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Credit Hours 64

Due to variability in teacher preparation programming, transferability as an “education” course rather than an elective at a four-year university is subject to individual school approval.

**Physical Education**

The following courses within the Associate in Arts degree are recommended for students wishing to transfer to a four-year teacher education preparation program for licensure in Physical Education.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
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</tbody>
</table>
ENG Elective  Select from available options  3

**Humanities/Social Science Electives**

Select one of the following:

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<th>Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>HIS 101</td>
<td>Western Civilization to 1689*</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>Western Civilization Post 1689*</td>
<td>3</td>
</tr>
<tr>
<td>HIS 201</td>
<td>American History: Discovery to 1877*</td>
<td>3</td>
</tr>
<tr>
<td>HIS 202</td>
<td>American History: 1877 to Present*</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Art History and Appreciation*</td>
<td>3</td>
</tr>
<tr>
<td>MUS 105</td>
<td>Music Appreciation*</td>
<td>3</td>
</tr>
<tr>
<td>THE 101</td>
<td>Introduction to Theatre*</td>
<td>3</td>
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</tbody>
</table>

PSC 201  American Government*  3

**Mathematics/Sciences**

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<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>Biological Science I*</td>
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<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
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</tbody>
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**Humanities/Social Sciences**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Hours</th>
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<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
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<tr>
<td>SOC 101</td>
<td>Introduction to Sociology*</td>
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</table>

Elective Select from available options  9

**Other Hours**

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<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
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<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
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<tr>
<td>EDU 230</td>
<td>Schools in Communities ¹</td>
<td>4</td>
</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology I*</td>
<td>4</td>
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Elective Select from available options  3

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>FRE 101</td>
<td>Elementary French I*</td>
<td>3</td>
</tr>
<tr>
<td>SPA 101</td>
<td>Elementary Spanish I*</td>
<td>3</td>
</tr>
<tr>
<td>GER 101</td>
<td>Elementary German I*</td>
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</tr>
</tbody>
</table>

Total Required Credit Hours  64

¹ Due to variability in teacher preparation programming, transferability as an "education" course rather than an elective at a four-year university is subject to individual school approval.

Theatre Transfer Track

In addition to the general education courses required for the Associate in Arts degree, courses for completion of the degree may be selected from the list given from each transfer track. Depending on the transfer track selected, the courses listed may fulfill the Humanities and/or Other Hours requirements. Each transfer track is a listing of all the specific elective courses within the track. Electives should be chosen with their assigned academic advisor and should be specific to the student's needs.

**Art Education**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ARV 121</td>
<td>Design</td>
<td>3</td>
</tr>
<tr>
<td>ARV 110</td>
<td>Computer Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>ART 111</td>
<td>Basic Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ARV 122</td>
<td>3-Dimensional Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 107</td>
<td>History of Early Western Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 292</td>
<td>Foundations for Art Education</td>
<td>3</td>
</tr>
<tr>
<td>ARV 244</td>
<td>Sculpture I</td>
<td>3</td>
</tr>
<tr>
<td>ART 112</td>
<td>Basic Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 211</td>
<td>Introduction to Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART 108</td>
<td>History of Western Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 207</td>
<td>Printmaking</td>
<td>3</td>
</tr>
<tr>
<td>ART 241</td>
<td>Painting II</td>
<td>3</td>
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<tr>
<td>ART 208</td>
<td>Art Since 1945</td>
<td>3</td>
</tr>
<tr>
<td>ART 202</td>
<td>Ceramics</td>
<td>3</td>
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</tbody>
</table>

**Fine Arts**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
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<td>ARV 110</td>
<td>Computer Graphics I</td>
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<tr>
<td>ART 111</td>
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<td>3</td>
</tr>
<tr>
<td>ARV 122</td>
<td>3-Dimensional Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 107</td>
<td>History of Early Western Art</td>
<td>3</td>
</tr>
<tr>
<td>ARV 244</td>
<td>Sculpture I</td>
<td>3</td>
</tr>
<tr>
<td>ART 230</td>
<td>Visual Arts Business Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ART 112</td>
<td>Basic Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 108</td>
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<td>ART 241</td>
<td>Painting II</td>
<td>3</td>
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<tr>
<td>ART 202</td>
<td>Ceramics</td>
<td>3</td>
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<tr>
<td>ARV 280</td>
<td>Visual Arts Exit Portfolio</td>
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**Graphic Design**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ARV 121</td>
<td>Design</td>
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</tr>
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<td>ARV 210</td>
<td>Computer Graphics II</td>
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</table>

**Visual Arts Transfer Tracks**

In addition to the general education courses required for the Associate in Arts degree, courses for completion of the degree may be selected from the list given from each transfer track. Depending on the transfer track selected, the courses listed may fulfill the Humanities and/or Other Hours requirements. Each transfer track is a listing of all the specific elective courses within the track. Electives should be chosen with their assigned academic advisor and should be specific to the student's needs.

Students may select from one of five tracks:

**Art Education**

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</tr>
<tr>
<td>ARV 122</td>
<td>3-Dimensional Design I</td>
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</tr>
<tr>
<td>ART 107</td>
<td>History of Early Western Art</td>
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<td>ART 292</td>
<td>Foundations for Art Education</td>
<td>3</td>
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<tr>
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</tr>
<tr>
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<td>3</td>
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<tr>
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<td>3</td>
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<tr>
<td>ART 208</td>
<td>Art Since 1945</td>
<td>3</td>
</tr>
<tr>
<td>ART 202</td>
<td>Ceramics</td>
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**Fine Arts**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ARV 121</td>
<td>Design</td>
<td>3</td>
</tr>
<tr>
<td>ARV 110</td>
<td>Computer Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>ART 111</td>
<td>Basic Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ARV 122</td>
<td>3-Dimensional Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 107</td>
<td>History of Early Western Art</td>
<td>3</td>
</tr>
<tr>
<td>ARV 244</td>
<td>Sculpture I</td>
<td>3</td>
</tr>
<tr>
<td>ART 230</td>
<td>Visual Arts Business Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ART 112</td>
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<td>Art Since 1945</td>
<td>3</td>
</tr>
<tr>
<td>ART 241</td>
<td>Painting II</td>
<td>3</td>
</tr>
<tr>
<td>ART 202</td>
<td>Ceramics</td>
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</tr>
<tr>
<td>ARV 280</td>
<td>Visual Arts Exit Portfolio</td>
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**Graphic Design**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ARV 121</td>
<td>Design</td>
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<td>ARV 110</td>
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</tr>
<tr>
<td>ARV 210</td>
<td>Computer Graphics II</td>
<td>3</td>
</tr>
</tbody>
</table>

1 Due to variability in teacher preparation programming, transferability as an "education" course rather than an elective at a four-year university is subject to individual school approval.
Mission Statement
The School of Arts & Sciences provides an interdisciplinary educational experience with broad-based degree options, general education courses, Honors Program, opportunities for undergraduate research and global education.

Entrance Requirements
Acceptable placement test score(s)

Type of Program
Day, night, weekend, online

Type of Degree
Associate degree

Total Hours Required for Program
60 semester hours

Related Areas
Agriculture, biology, biotechnology, chemistry, dentistry, engineering, forestry, mathematics, medicine and nursing, pharmacy, physics, textiles and veterinary medicine

Transfer Track Options
Students following a transfer track may earn the Associate in Science degree upon completion of 60 credit hours meeting Associate in Science degree requirements. Additional hours may be recommended for transfer tracks, depending on the track. Students completing the recommended transfer track will earn an Associate in Science degree. Students wishing to earn an additional certificate or degree must apply for and complete requirements for that certificate or degree. However, students can only apply for and complete one Associate in Science degree. However, students can only apply for and complete one Associate in Science degree.

The Associate in Science degree also allows students to select one of the following transfer tracks:
- Biological Science Transfer Track
- Chemistry Transfer Track
- Engineering
  - Chemical Engineering
  - Civil Engineering
  - Computer Engineering
  - Electrical Engineering
  - Mechanical Engineering
- Pharmacy Transfer Track
- Physics Transfer Track
- Pre-Medical Studies Transfer Track
- Pre-Physical Therapy Studies Transfer Track
- Teacher Education
  - Middle-Level Mathematics Education
  - Secondary Mathematics Education
  - Middle-Level Science Education/Secondary Biology Education
Transfer Requirements

Students planning to transfer and pursue a bachelor's degree are strongly urged to utilize Greenville Technical College's academic advising services. The transfer process for transfer tracks is very specific and leaves little opportunity for error in choosing classes. It is very important that students discuss curriculum and transfer requirements with their assigned academic advisor and with a transfer advisor at the four-year institution of their choice. It is most beneficial to the student if these discussions begin as soon as the choice to transfer to a four-year institution has been made.

Greenville Technical College has an Engineering Transfer Articulation Agreement with Clemson University. Students planning to pursue a bachelor's degree in engineering must complete an "Intent to Participate" form before completing thirty (30) credit hours. Students must contact their academic advisor to complete the form.

Visit our web page at https://www.gvltec.edu/arts-sciences/.

Requirements and Course Options

Associate in Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tr>
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<td>3</td>
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<tr>
<td>Communications and Literature</td>
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<td>12</td>
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<tr>
<td>Humanities/Social Science Electives</td>
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<td>9</td>
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<td>Mathematics/Sciences</td>
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<td>Total Required Credit Hours</td>
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1 A minimum of one social science course required.

2 A minimum of one math and one lab science course is required.

Freshman Seminar

<table>
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<th>Title</th>
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</thead>
<tbody>
<tr>
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Communications and Literature

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
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</tr>
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<td>ENG 102</td>
<td>English Composition II*</td>
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<tr>
<td>SPC 200</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 208</td>
<td>Intercultural Communication</td>
<td>3</td>
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<td>SPC 209</td>
<td>Interpersonal Communication</td>
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Literature

<table>
<thead>
<tr>
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<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 201</td>
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<td>3</td>
</tr>
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<td>ENG 202</td>
<td>American Literature II*</td>
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<td>ENG 205</td>
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<td>ENG 206</td>
<td>English Literature II*</td>
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<tr>
<td>ENG 207</td>
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<td>3</td>
</tr>
<tr>
<td>ENG 208</td>
<td>World Literature I*</td>
<td>3</td>
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<td>ENG 209</td>
<td>World Literature II*</td>
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<tr>
<td>ENG 213</td>
<td>Short Fiction</td>
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<td>ENG 225</td>
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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENG 228</td>
<td>Studies in Film Genre</td>
<td>3</td>
</tr>
<tr>
<td>ENG 230</td>
<td>Women in Literature*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 231</td>
<td>Middle Eastern Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 234</td>
<td>Survey in Minority Literature</td>
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<tr>
<td>ENG 235</td>
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Humanities/Social Science Electives

Course | Title                          | Hours |
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<th></th>
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<tbody>
<tr>
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<td>Art History and Appreciation*</td>
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</tr>
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<td>ART 105</td>
<td>Film as Art*</td>
<td>3</td>
</tr>
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<td>ART 106</td>
<td>History of Photography</td>
<td>3</td>
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<td>ART 107</td>
<td>History of Early Western Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 108</td>
<td>History of Western Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 208</td>
<td>Art Since 1945</td>
<td>3</td>
</tr>
<tr>
<td>ART 210</td>
<td>History of Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ENG 201</td>
<td>American Literature I*</td>
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<td>ENG 225</td>
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<td>3</td>
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| MAT 211 | Math for Elementary Education I | 3 |
| MAT 212 | Math for Elementary Education II | 3 |
| MAT 215 | Geometry | 3 |
| MAT 220 | Advanced Statistics | 3 |
| MAT 230 | Basic Multivariable Calculus | 3 |
| MAT 240 | Analytical Geometry & Calculus III* | 4 |
| MAT 242 | Differential Equations* | 4 |
| MGT 101 | Principles of Management | 3 |
| MGT 120 | Small Business Management | 3 |
| MGT 150 | Fundamentals of Supervision | 3 |
| MGT 201 | Human Resource Management | 3 |
| MGT 240 | Management Decision-Making | 3 |
| MGT 255 | Organizational Behavior | 3 |
| MGT 270 | Managerial Communications | 3 |
| MKT 101 | Marketing | 3 |
| MKT 120 | Sales Principles | 3 |
| MKT 130 | Customer Service Principles | 3 |
| MKT 240 | Advertising | 3 |
| MKT 245 | Promotional Strategies | 3 |
| MKT 260 | Marketing Management | 3 |
| MKT 268 | Marketing Research | 3 |
| MUS 105 | Music Appreciation* | 3 |
| MUS 110 | Music Fundamentals | 3 |
| PHI 101 | Introduction to Philosophy* | 3 |
| PHI 105 | Introduction to Logic* | 3 |
| PHI 110 | Ethics* | 3 |
| PHS 101 | Physical Science I | 4 |
| PHS 102 | Physical Science II | 4 |
| PHY 201 | Physics I* | 4 |
| PHY 202 | Physics II* | 4 |
| PHY 221 | University Physics I* | 4 |
| PHY 222 | University Physics II* | 4 |
| PSC 101 | Topics for Model United Nations | 1 |
| PSC 103 | Topics for Model United Nations II | 1 |
| PSC 104 | Topics for Model United Nations III | 1 |
| PSC 201 | American Government* | 3 |
| PSC 205 | Politics and Government | 3 |
| PSC 206 | Politics of the Middle East | 3 |
| PSC 215 | State and Local Government* | 3 |
| PSC 220 | Introduction to International Relations | 3 |
| PSY 201 | General Psychology* | 3 |
| PSY 203 | Human Growth and Development* | 3 |
| PSY 206 | Health Psychology | 3 |
| PSY 208 | Human Sexuality* | 3 |
| PSY 212 | Abnormal Psychology* | 3 |
| PSY 225 | Social Psychology | 3 |
| PSY 299 | Research in Psychology | 3 |
| REL 101 | Introduction to Religion | 3 |
| REL 102 | Introduction to Biblical Studies | 3 |
| REL 201 | Religions of the World | 3 |
| SOC 101 | Introduction to Sociology* | 3 |
| SOC 205 | Social Problems* | 3 |
| SOC 215 | Ethnicity and Minority Issues | 3 |
| SOC 225 | Gender Issues | 3 |
| SOC 299 | Research in Sociology | 3 |
| SPA 101 | Elementary Spanish I* | 4 |
| SPA 102 | Elementary Spanish II* | 4 |
| SPA 201 | Intermediate Spanish I* | 3 |
| SPA 202 | Intermediate Spanish II* | 3 |
| SPC 200 | Introduction to Speech Communication | 3 |
| SPC 205 | Public Speaking* | 3 |
| SPC 208 | Intercultural Communication | 3 |
| SPC 209 | Interpersonal Communication | 3 |
| THE 101 | Introduction to Theatre* | 3 |
| THE 105 | Fundamentals of Acting | 3 |
| THE 205 | Intermediate Acting | 3 |
| THE 220 | Theatre Laboratory I | 1 |
| THE 221 | Theatre Laboratory II | 1 |
| THE 222 | Theatre Laboratory III | 1 |
| THE 226 | Children’s Theatre | 3 |
| THE 250 | Makeup for Performance | 3 |
| THE 253 | Stagecraft | 3 |
| THE 276 | Script Analysis | 3 |
| THE 290 | Voice and Diction for the Stage | 3 |

### Transfer Tracks

#### Biological Science Transfer Track

The following courses within the Associate in Science degree are recommended for students wishing to transfer to a four-year program with an emphasis in biological science.

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MAT 120 Probability and Statistics* 3
Humanities (non-literature)/Social Science 3

Total Required Credit Hours 62

Due to variability in preparation programming, transferability at a four-year college or university is subject to individual school approval. Students are responsible for checking with the GTC PATH office and the specific college or university to which they plan to transfer to determine the transferability of any course taken at Greenville Technical College.

Chemistry Transfer Track

The following courses within the Associate in Science degree are recommended for students wishing to transfer to a four-year program with an emphasis in chemistry.

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<td>SPC 205</td>
<td>Public Speaking*</td>
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<tr>
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SECOND SEMESTER

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<td>EGR 269</td>
<td>Engineering Disciplines and Skills</td>
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<td>ENG 101</td>
<td>English Composition I*</td>
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<tr>
<td>MAT 140</td>
<td>Analytical Geometry and Calculus I*</td>
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Third Semester

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<tr>
<td>CHM 111</td>
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<tr>
<td>EGR 270</td>
<td>Introduction to Engineering</td>
<td>3</td>
</tr>
<tr>
<td>MAT 141</td>
<td>Analytical Geometry and Calculus II*</td>
<td>4</td>
</tr>
<tr>
<td>PHY 221</td>
<td>University Physics I*</td>
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<td>ENG 102</td>
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Fourth Semester

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<td>MAT 141</td>
<td>Analytical Geometry and Calculus II*</td>
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<td>PHY 221</td>
<td>University Physics I*</td>
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Fifth Semester

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<thead>
<tr>
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<tbody>
<tr>
<td>CHM 211</td>
<td>Organic Chemistry I*</td>
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<tr>
<td>ECE 221</td>
<td>Introduction to Electrical Engineering</td>
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<td>ECE 220</td>
<td>Electrical Engineering Lab I</td>
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<tr>
<td>MAT 240</td>
<td>Analytical Geometry &amp; Calculus III*</td>
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<td>EGR 260</td>
<td>Engineering Statics</td>
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<tr>
<td>Total Semester Hours</td>
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</table>

Due to variability in preparation programming, transferability at a four-year college or university is subject to individual school approval. Students are responsible for checking with the GTC PATH office and the specific college or university to which they plan to transfer to determine the transferability of any course taken at Greenville Technical College.

Engineering Transfer Tracks

The course schedules listed are designated for students who begin the program with ENG 101 English Composition I* and MAT 140 Analytical Geometry and Calculus I*, based on the placement scores.

- Based on your math placement score, you will be required to take the following pre-requisite course(s) prior to taking MAT 140 Analytical Geometry and Calculus I*: MAT 100 Introductory College Math (Non-Degree Credit), MAT 105 Introduction to College Algebra, MAT 110 College Algebra* and/or MAT 111 College Trigonometry*.
- Based on your English placement score, you will be required to take the following Transitional Studies pre-requisite course(s) prior to taking ENG 101 English Composition I*: RDG 032 Developmental Reading, RWR 032 Integrated Developmental Reading and Developmental English, ENG 100 Introduction to Composition (Non-Degree Credit) and/or RWR 100 Integrated Transitional Reading and English (Non-Degree Credit).

Students taking pre-requisites and/or completing hours towards the Associate of Science degree are required to take COL 105 Freshman Seminar.

Note: Please contact your advisor for recommended evening schedules.

Chemical Engineering Track

Related Areas

Electrical Engineering, Environmental Engineering, Mechanical Engineering, Electrical Engineering Technology, Mechanical Engineering Technology

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<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<td>CHM 110</td>
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<td>EGR 279</td>
<td>Introduction to Engineering/Computer Graphics</td>
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<td>PHY 222</td>
<td>University Physics II*</td>
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Fourth Semester

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<tbody>
<tr>
<td>CHM 211</td>
<td>Organic Chemistry I*</td>
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<tr>
<td>ECE 221</td>
<td>Introduction to Electrical Engineering</td>
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<tr>
<td>ECE 220</td>
<td>Electrical Engineering Lab I</td>
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</tr>
<tr>
<td>MAT 240</td>
<td>Analytical Geometry &amp; Calculus III*</td>
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<td>EGR 260</td>
<td>Engineering Statics</td>
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Fifth Semester

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<td>MAT 242</td>
<td>Differential Equations*</td>
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<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
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<tr>
<td>Humanities/Social Science Elective</td>
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</tbody>
</table>
ENG 200-level Literature Elective 3

Total Semester Hours 17

Total Required Credit Hours 76

1 Clemson no longer requires public speaking for Chemical Engineering majors.

Note: See General Education course listing in this catalog for courses marked that are acceptable to transfer as Humanities or Social Science electives to Clemson. Note that engineering majors at Clemson require at least one of the Humanities/Social Science electives to be a literature course; one Humanities course that meets Cultural Awareness understanding; and one Social Science course that meets Science and Technology in Society awareness. Since requirements can change at other institutions at any time, it is advised for students to get in touch with the department head of the program you wish to transfer into to ensure you are meeting the correct requirements for entrance into that program.

Civil Engineering Track

Related Areas

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<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>CHM 110</td>
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<tr>
<td>ENG 101</td>
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</tr>
<tr>
<td>EGR 269</td>
<td>Engineering Disciplines and Skills</td>
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<tr>
<td>Humanities/Social Science Elective</td>
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<tr>
<td>MAT 140</td>
<td>Analytical Geometry and Calculus I*</td>
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<tr>
<td>Total Semester Hours</td>
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<td><strong>Second Semester</strong></td>
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<td>CHM 111</td>
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<tr>
<td>or GLY 101</td>
<td>Physical Geology</td>
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<td>EGR 270</td>
<td>Introduction to Engineering</td>
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<tr>
<td>MAT 141</td>
<td>Analytical Geometry and Calculus II*</td>
<td>4</td>
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<td>PHY 221</td>
<td>University Physics I*</td>
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<td>Total Semester Hours</td>
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<tr>
<td><strong>Third Semester</strong></td>
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<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
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<td>PHY 222</td>
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<td>EGR 210</td>
<td>Introduction to Engineering CAD (AutoCAD)</td>
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<td>Social Science Elective</td>
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<td>Total Semester Hours</td>
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<td><strong>Fourth Semester</strong></td>
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<tr>
<td>EGR 260</td>
<td>Engineering Statics</td>
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<td>MAT 240</td>
<td>Analytical Geometry &amp; Calculus III*</td>
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<td>EGR 262</td>
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<tr>
<td>MAT 242</td>
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<td>SPC 205</td>
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<tr>
<td>Total Semester Hours</td>
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</tbody>
</table>

Humanities Elective 3

Total Semester Hours 16

Total Required Credit Hours 70

1 Clemson no longer accepts CHM 111 College Chemistry II* for Civil Engineering majors but prefers GLY 101 Physical Geology.

Note: See General Education course listing in this catalog for courses marked that are acceptable to transfer as Humanities or Social Science electives to Clemson. Note that engineering majors at Clemson require at least one of the Humanities/Social Science electives to be a literature course; one Humanities course that meets Cultural Awareness understanding; and one Social Science course that meets Science and Technology in Society awareness. Since requirements can change at other institutions at any time, it is advised for students to get in touch with the department head of the program you wish to transfer into to ensure you are meeting the correct requirements for entrance into that program.

Computer Engineering Track

Related Areas
Electrical Engineering, Electronics Engineering Technology, Computer Programming Technology

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<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tr>
<td>CHM 110</td>
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<tr>
<td>EGR 269</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
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<tr>
<td>MAT 140</td>
<td>Analytical Geometry and Calculus I*</td>
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<td>CPT 234</td>
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<tr>
<td>ECE 211</td>
<td>Introduction to Computer Engineering I</td>
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<tr>
<td>ECE 210</td>
<td>Computer Engineering Lab I</td>
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<td>ENG 102</td>
<td>English Composition II*</td>
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<td>PHY 221</td>
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<td>ECE 212</td>
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<td>ECE 215</td>
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<td>EGR 275</td>
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<td>Introduction to Engineering</td>
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<tr>
<td>MAT 240</td>
<td>Analytical Geometry &amp; Calculus III*</td>
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<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
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### Electrical Engineering Track

**Related Areas**
Electrical/Electronics Engineering, Computer Engineering, Computer Integrated Manufacturing, Electro-Mechanical Engineering, Biomedical Engineering, Electrical Engineering Technology

<table>
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<tr>
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<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
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<td></td>
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</tr>
<tr>
<td>CHM 110</td>
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<tr>
<td>EGR 269</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
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<tr>
<td>MAT 140</td>
<td>Analytical Geometry and Calculus I*</td>
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<tr>
<td>CPT 234</td>
<td>C Programming I</td>
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<tr>
<td>ECE 211</td>
<td>Introduction to Computer Engineering I</td>
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<td>ECE 210</td>
<td>Computer Engineering Lab I</td>
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<td>ENG 102</td>
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<tr>
<td>PHY 221</td>
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<tr>
<td><strong>Third Semester</strong></td>
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<td>ECE 212</td>
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<td>ECE 220</td>
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</table>

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### Mechanical Engineering Track

**Related Areas**

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<th>Hours</th>
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<tbody>
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<td><strong>First Semester</strong></td>
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<tr>
<td>CHM 110</td>
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<tr>
<td>EGR 275</td>
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<td>Electrical Engineering Lab I</td>
<td>1</td>
</tr>
<tr>
<td>EGR 270</td>
<td>Introduction to Engineering</td>
<td>3</td>
</tr>
<tr>
<td>CHM 111</td>
<td>College Chemistry II*</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td></td>
<td>11</td>
</tr>
<tr>
<td><strong>Total Required Credit Hours</strong></td>
<td></td>
<td>77</td>
</tr>
</tbody>
</table>
### FIFTH SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGR 262</td>
<td>Engineering Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 242</td>
<td>Differential Equations*</td>
<td>4</td>
</tr>
<tr>
<td>EGR 203</td>
<td>Foundations of Fluid and Thermal Systems</td>
<td>3</td>
</tr>
<tr>
<td>EGR 204</td>
<td>Mechanics of Materials</td>
<td>3</td>
</tr>
<tr>
<td>ENG 200-level Literature Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

**Total Required Credit Hours: 67**

Due to variability in preparation programming, transferability at a four-year college or university is subject to individual school approval. Students are responsible for checking with the GTC PATH office and the specific college or university to which they plan to transfer to determine the transferability of any course taken at Greenville Technical College.

### Pharmacy Transfer Track

The following courses within the Associate in Science degree are recommended for students wishing to transfer to a four-year program with an emphasis in pharmacy.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 109</td>
<td>College Algebra with Modeling</td>
<td>3</td>
</tr>
<tr>
<td>COL 111</td>
<td>E-Learning Success</td>
<td>1</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Biological Science I*</td>
<td>1</td>
</tr>
<tr>
<td><strong>SECOND SEMESTER</strong></td>
<td></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>CHM 110</td>
<td>College Chemistry I*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 111</td>
<td>College Trigonometry*</td>
<td>3</td>
</tr>
<tr>
<td><strong>THIRD SEMESTER</strong></td>
<td></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td>CHM 110</td>
<td>College Chemistry I*</td>
<td>4</td>
</tr>
<tr>
<td>CHM 111</td>
<td>College Chemistry II*</td>
<td>4</td>
</tr>
<tr>
<td><strong>FOURTH SEMESTER</strong></td>
<td></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 141</td>
<td>Analytical Geometry and Calculus II*</td>
<td>4</td>
</tr>
<tr>
<td>PHY 221</td>
<td>University Physics I*</td>
<td>4</td>
</tr>
<tr>
<td><strong>FIFTH SEMESTER</strong></td>
<td></td>
<td><strong>4</strong></td>
</tr>
<tr>
<td>PHY 222</td>
<td>University Physics II*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 240</td>
<td>Analytical Geometry &amp; Calculus III*</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Required Credit Hours</strong></td>
<td></td>
<td><strong>62</strong></td>
</tr>
</tbody>
</table>

Due to variability in preparation programming, transferability at a four-year college or university is subject to individual school approval. Students are responsible for checking with the GTC PATH office and the specific college or university to which they plan to transfer to determine the transferability of any course taken at Greenville Technical College.

### Physics Transfer Track

The following courses within the Associate in Science degree are recommended for students wishing to transfer to a four-year program with an emphasis in physics.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 109</td>
<td>College Algebra with Modeling</td>
<td>3</td>
</tr>
<tr>
<td>COL 111</td>
<td>E-Learning Success</td>
<td>1</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Biological Science I*</td>
<td>1</td>
</tr>
<tr>
<td><strong>SECOND SEMESTER</strong></td>
<td></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>CHM 110</td>
<td>College Chemistry I*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 111</td>
<td>College Trigonometry*</td>
<td>3</td>
</tr>
<tr>
<td><strong>THIRD SEMESTER</strong></td>
<td></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td>CHM 110</td>
<td>College Chemistry I*</td>
<td>4</td>
</tr>
<tr>
<td>CHM 111</td>
<td>College Chemistry II*</td>
<td>4</td>
</tr>
<tr>
<td><strong>FOURTH SEMESTER</strong></td>
<td></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 141</td>
<td>Analytical Geometry and Calculus II*</td>
<td>4</td>
</tr>
<tr>
<td>PHY 221</td>
<td>University Physics I*</td>
<td>4</td>
</tr>
<tr>
<td><strong>FIFTH SEMESTER</strong></td>
<td></td>
<td><strong>4</strong></td>
</tr>
<tr>
<td>PHY 222</td>
<td>University Physics II*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 240</td>
<td>Analytical Geometry &amp; Calculus III*</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Required Credit Hours</strong></td>
<td></td>
<td><strong>62</strong></td>
</tr>
</tbody>
</table>

Due to variability in preparation programming, transferability at a four-year college or university is subject to individual school approval. Students are responsible for checking with the GTC PATH office and the specific college or university to which they plan to transfer to determine the transferability of any course taken at Greenville Technical College.

### Pre-Medical Studies Transfer Track

The following courses within the Associate in Science degree are recommended for students wishing to transfer to a four-year program with an emphasis in pre-medical studies.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 211</td>
<td>Organic Chemistry I*</td>
<td>4</td>
</tr>
<tr>
<td>Literature requirement (200 Level)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology I*</td>
<td>4</td>
</tr>
<tr>
<td>ECO 211</td>
<td>Microeconomics*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Required Credit Hours</strong></td>
<td></td>
<td><strong>62</strong></td>
</tr>
</tbody>
</table>
Pre-Physical Therapy Studies Transfer Track

The following courses within the Associate in Science degree are recommended for students wishing to transfer to a four-year program with an emphasis in pre-physical therapy studies.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Biological Science I*</td>
<td>4</td>
</tr>
<tr>
<td>BIO 110</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>BIO 102</td>
<td>Biological Science II*</td>
<td>4</td>
</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology I*</td>
<td>4</td>
</tr>
<tr>
<td>CHM 110</td>
<td>College Chemistry I*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 140</td>
<td>Analytical Geometry and Calculus I*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics*</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Credit Hours 62

Due to variability in preparation programming, transferability at a four-year college or university is subject to individual school approval. Students are responsible for checking with the GTC PATH office and the specific college or university to which they plan to transfer to determine the transferability of any course taken at Greenville Technical College.

Teacher Education Tracks

Students may select from one of three tracks:

Middle-Level Mathematics Education

The following courses within the Associate in Science degree are recommended for students electing to transfer to a four-year teacher education preparation program for licensure in Middle-Level Mathematics Education.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>ENG Elective (select from available options)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101</td>
<td>Western Civilization to 1689*</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>Western Civilization Post 1689*</td>
<td>3</td>
</tr>
<tr>
<td>HIS 201</td>
<td>American History: Discovery to 1877*</td>
<td>3</td>
</tr>
<tr>
<td>HIS 202</td>
<td>American History: 1877 to Present*</td>
<td>3</td>
</tr>
</tbody>
</table>

SELECT ONE OF THE FOLLOWING:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Art History and Appreciation*</td>
<td>3</td>
</tr>
<tr>
<td>MUS 105</td>
<td>Music Appreciation*</td>
<td>3</td>
</tr>
<tr>
<td>THE 101</td>
<td>Introduction to Theatre*</td>
<td>3</td>
</tr>
<tr>
<td>PSC 201</td>
<td>American Government*</td>
<td>3</td>
</tr>
</tbody>
</table>

Mathematics/Sciences

Life, Earth or Physical Lab Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 111</td>
<td>College Trigonometry*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 140</td>
<td>Analytical Geometry and Calculus I*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 211</td>
<td>Math for Elementary Education I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 212</td>
<td>Math for Elementary Education II</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 141</td>
<td>Analytical Geometry and Calculus II*</td>
<td>3-4</td>
</tr>
<tr>
<td>MAT 215</td>
<td>Geometry</td>
<td>3</td>
</tr>
</tbody>
</table>
Science course in another discipline
Other Hours
CPT 170 Microcomputer Applications 3
EDU 230 Schools in Communities 1 4
PSY 201 General Psychology* 3
COL 105 Freshman Seminar 3
Select one of the following: 4
FRE 101 Elementary French I*
SPA 101 Elementary Spanish I*
GER 101 Elementary German I*
Total Required Credit Hours 61-62

1 Due to variability in teacher preparation programming, transferability as an “education” course rather than an elective at a four-year university is subject to individual school approval.

Secondary Mathematics Education
The following courses within the Associate in Science degree are recommended for students electing to transfer to a four-year teacher education preparation program for licensure in Secondary Mathematics Education.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>EDU 230</td>
<td>Schools in Communities</td>
<td>1</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>FRE 101</td>
<td>Elementary French I*</td>
<td></td>
</tr>
<tr>
<td>SPA 101</td>
<td>Elementary Spanish I*</td>
<td></td>
</tr>
<tr>
<td>GER 101</td>
<td>Elementary German I*</td>
<td></td>
</tr>
</tbody>
</table>

Total Required Credit Hours 63-64

Middle-Level Science Education/Secondary Biology Education
The following courses within the Associate in Science degree are recommended for students wishing to transfer to a four-year teacher education preparation program for licensure in Middle-Level Science Education or Secondary Biology Education.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>ENG Elective (select from available options)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Humanities/Social Science Electives
Select one of the following: 3
HIS 101 Western Civilization to 1689*
HIS 102 Western Civilization Post 1689*
HIS 201 American History: Discovery to 1877*
HIS 202 American History: 1877 to Present*
Select one of the following: 3
ART 101 Art History and Appreciation*
MUS 105 Music Appreciation*
THE 101 Introduction to Theatre*
PSC 201 American Government*

Mathematics/Sciences
Life, Earth or Physical Lab Science 4
MAT 110 College Algebra* 3
MAT 111 College Trigonometry* 3
MAT 140 Analytical Geometry and Calculus I* 4
MAT 141 Analytical Geometry and Calculus II* 4
MAT 240 Analytical Geometry & Calculus III* 4
Select one of the following recommended electives: 3-4
MAT 120 Probability and Statistics* 1

Science course
Other Hours
CPT 170 Microcomputer Applications 3
EDU 230 Schools in Communities 1 4
PSY 201 General Psychology* 3
COL 105 Freshman Seminar 3
Select one of the following: 4
FRE 101 Elementary French I* 4
SPA 101 Elementary Spanish I* 4
GER 101 Elementary German I* 4

Total Required Credit Hours 64
Due to variability in teacher preparation programming, transferability as an “education” course rather than an elective at a four-year university is subject to individual school approval.

Visual Arts

Programs

- Visual Arts Certificates in Applied Science (p. 126)

Visual Arts Certificates in Applied Science

Program Description

Successful graduates are assured of having the necessary skills for a wide range of career opportunities in visual arts-related professions. We do not train students to become simply the technicians or implementers of technology, instead, our teaching and learning process facilitates students’ understanding of education being a lifelong development.

Mission Statement

The Visual Arts Department drives personal and economic growth in the visual arts community by providing an extensive curriculum of academic offerings for educational and art career advancement while supporting the college’s mission, vision, values and strategic imperatives.

Entrance Requirements

Acceptable placement test score(s)

Type of Program

Day

Type of Degree

Students in the Visual Arts program at Greenville Technical College typically seek an Associate in Arts (A.A.) degree by completing specific programs of study. Visual Arts also offers Certificates in Applied Science. Students may pursue both the Associate in Arts degree and one or more of the certificates. Students entering these programs typically have a strong interest in art, but usually have very little or no formal training. Students build both their confidence and their portfolios while participating in rigorous problem-solving and conceptual assignments.

Employment Opportunities

Greenville Technical College’s Department of Visual Arts program is well respected in the arts community for the strongest Problem-Oriented Project Based Learning experiences that allow graduates to go directly to work in areas such as advertising, web design and professional photography or to move on to a four-year institution with a strong portfolio and the skills to succeed.

Transfer Options

The transfer process for each college/university is specific and leaves little opportunity for error. It is imperative that students discuss curriculum and transfer requirements with their assigned academic advisor and with the transfer advisor at the four-year institutions of their choice. To meet prerequisite requirements, a faculty advisor should be consulted to ensure that courses are completed in the proper sequence.

Visit our web page at https://www.gvltec.edu/dva/.

Recommended Program Schedule

Not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Certificates in Applied Science

Each certificate includes eleven courses of study emphasizing advanced training for each area, but these certificates do not require humanities/social sciences/math courses included in the Associate in Arts degree.

Fine Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARV 121</td>
<td>Design</td>
<td>3</td>
</tr>
<tr>
<td>ARV 110</td>
<td>Computer Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>ART 111</td>
<td>Basic Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ARV 122</td>
<td>3-Dimensional Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARV 244</td>
<td>Sculpture I</td>
<td>3</td>
</tr>
<tr>
<td>ART 112</td>
<td>Basic Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 211</td>
<td>Introduction to Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART 207</td>
<td>Printmaking</td>
<td>3</td>
</tr>
<tr>
<td>ART 241</td>
<td>Painting II</td>
<td>3</td>
</tr>
<tr>
<td>ART 202</td>
<td>Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>ARV 280</td>
<td>Visual Arts Exit Portfolio</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Credit Hours 33

Graphic Design

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARV 121</td>
<td>Design</td>
<td>3</td>
</tr>
<tr>
<td>ARV 110</td>
<td>Computer Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>ARV 210</td>
<td>Computer Graphics II</td>
<td>3</td>
</tr>
<tr>
<td>ART 111</td>
<td>Basic Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ARV 227</td>
<td>Web Site Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARV 214</td>
<td>Photography II</td>
<td>3</td>
</tr>
<tr>
<td>ART 200</td>
<td>Type Designing</td>
<td>3</td>
</tr>
<tr>
<td>ART 210</td>
<td>History of Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ARV 217</td>
<td>Computer Imagery</td>
<td>3</td>
</tr>
<tr>
<td>ARV 230</td>
<td>Visual Arts Business Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ARV 280</td>
<td>Visual Arts Exit Portfolio</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Credit Hours 33

Photography

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARV 121</td>
<td>Design</td>
<td>3</td>
</tr>
<tr>
<td>ARV 110</td>
<td>Computer Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>ARV 114</td>
<td>Photography I</td>
<td>3</td>
</tr>
<tr>
<td>ARV 210</td>
<td>Computer Graphics II</td>
<td>3</td>
</tr>
<tr>
<td>ARV 230</td>
<td>Visual Arts Business Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ART 106</td>
<td>History of Photography</td>
<td>3</td>
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<tr>
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<td>Digital Photography</td>
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<td>ART 214</td>
<td>Photography II</td>
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<td>ART 290</td>
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<td>Computer Graphics I</td>
<td>3</td>
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<td>ARV 227</td>
<td>Web Site Design I</td>
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<tr>
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<td>Photography I</td>
<td>3</td>
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<td>ART 111</td>
<td>Basic Drawing I</td>
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<tr>
<td>ARV 230</td>
<td>Visual Arts Business Procedures</td>
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<td>ARV 212</td>
<td>Digital Photography</td>
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<tr>
<td>ARV 228</td>
<td>Web Site Design II</td>
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<td>ARV 276</td>
<td>Studio Practicum I</td>
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<td>ARV 210</td>
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<td>ARV 280</td>
<td>Visual Arts Exit Portfolio</td>
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Total Required Credit Hours 33
SCHOOL OF AVIATION CONSTRUCTION & TRANSPORTATION TECHNOLOGIES

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

- Automotive Technology
- Aircraft Maintenance Technology
- Building Construction Technology
- Diesel Equipment Technology
- Truck Driver Training
- Welding

Uniquely, the school offers many experiential learning opportunities through internships, apprenticeships and tech-scholar programs with local industry, and the aircraft maintenance technology program has a partnership with the SC National Guard. The automotive technology programs hold programmatic accreditation through the National Institute for Automotive Service Excellence/National Automotive Technicians Education Foundation (ASE/NATEF) and the aircraft maintenance technology program is approved by the Federal Aviation Administration.

Associate Degrees
- Aircraft Maintenance Technology Associate in Applied Science (p. 129)
- Auto Body Repair Associate in Applied Science (p. 131)
- Automotive Technology Associate in Applied Science (p. 133)

Diplomas
- Air Conditioning/Refrigeration Technology Diploma in Applied Science (p. 138)

Certificates
- Advanced Aviation Technician Certificate in Applied Science (p. 128)
- Air Conditioning/Refrigeration Technician Certificate in Applied Science (p. 137)
- Auto Body Repair Certificate in Applied Science (p. 132)
- Automotive Medium and Light Repair Certificate in Applied Science (p. 133)
- Aviation Airframe Structure/Systems Certificate in Applied Science (p. 130)
- Aviation Fundamentals Certificate in Applied Science (p. 130)
- Aviation Powerplant Theory/Systems Certificate in Applied Science (p. 131)
- Beginning Electricity & Refrigeration Certificate in Applied Science (p. 139)
- Building Construction Technology Certificate in Applied Science (p. 135)
- Diesel Engine Performance Certificate in Applied Science (p. 136)
- Diesel Equipment Technology Certificate in Applied Science (p. 136)
- Heavy Equipment Auxiliary Systems Certificate in Applied Science (p. 137)
- Industrial Electricity Certificate in Applied Science (p. 139)
- Robotic Welding Fundamentals Certificate in Applied Science (p. 141)
- Specialized Welding Certificate in Applied Science (p. 141)
- Truck Driver Training Certificate in Applied Science (p. 140)
- Welding Certificate in Applied Science (p. 142)

Visit our web page at https://www.gvltec.edu/aviation-construction-transportation/.

Aircraft Maintenance Technology Programs

Advanced Aviation Technician Certificate in Applied Science

Program Description
This program offers Code of Federal Regulations (CFR) 14 Part 65 training designed to provide experienced technicians with the skills necessary to pass their written, oral and practical FAA certification exams.

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

Entrance Requirements
Department head/APD interview. Students will also need FAA authorization to test for A&P certification (Signed FAA form 8610-2), which involves accumulating a minimum of 30 months documented experience working in aviation, or be a graduate of an FAA-approved part 147 technical training school. A graduation certificate will be required.

Type of Program
Day or evening
Employment Opportunities
General aviation, contract repair facilities and aviation-related maintenance activities

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

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
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<th>Course</th>
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<td>Introduction to Aircraft Maintenance</td>
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<tr>
<td>ACM 270</td>
<td>Advanced General A&amp;P Technology</td>
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<td>ACM 271</td>
<td>Advanced Airframe A&amp;P Technology</td>
<td>4</td>
</tr>
<tr>
<td>ACM 272</td>
<td>Advanced Powerplant A&amp;P Technology</td>
<td>4</td>
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<td>Total Required Credit Hours</td>
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</tr>
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Aircraft Maintenance Technology Associate in Applied Science

Program Description
This program, offered at the South Carolina Technology and Aviation Center (formerly Donaldson Center), is approved by the Federal Aviation Administration as well as the Veterans Administration. The program provides students with the technical, mechanical and academic skills required to become aircraft maintenance technicians. Successful completion qualifies students to take the FAA airframe and powerplant certification exams.

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

Entrance Requirements
Acceptable placement test score(s); plus high school diploma or equivalent; no physical or mental disabilities that would endanger the student or others, i.e., fainting, seizures, dizziness, impaired hearing or vision, etc.

Type of Program
Day or evening

Professional Credentials
FAA Airframe and Powerplant Technician Certification (subject to passing exam)
Aviation Airframe Structure/Systems Certificate in Applied Science

Program Description
This certificate introduces all airframe-related subjects to all aircraft maintenance technicians. Topics include wood structures, sheet metal, bonded structures, assembly and rigging, environmental systems, utility and warning, hydraulics and pneumatics, landing gear, airframe electrical, airframe fuel systems and airframe inspection.

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

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or equivalent

Type of Program
Day or evening

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

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

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

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<td>Wood Structure, Coverings &amp; Finishes</td>
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<td>ACM 130</td>
<td>Sheet Metal Layout &amp; Repair</td>
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<td>ACM 140</td>
<td>Bonded Structures &amp; Welding</td>
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<tr>
<td>ACM 150</td>
<td>Assembly &amp; Rigging</td>
<td>3</td>
</tr>
<tr>
<td>ACM 155</td>
<td>Aircraft Environmental Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACM 165</td>
<td>Hydraulics &amp; Pneumatic Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACM 167</td>
<td>Landing Gear Systems</td>
<td>3</td>
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<tr>
<td>ACM 170</td>
<td>Aircraft Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>ACM 160</td>
<td>Utility &amp; Warning Systems</td>
<td>3</td>
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<tr>
<td>ACM 172</td>
<td>Aircraft Fuel Systems</td>
<td>1</td>
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<tr>
<td>ACM 174</td>
<td>Airframe Inspection</td>
<td>1</td>
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</tbody>
</table>

Total Required Credit Hours 93

Note: Please contact your advisor for recommended evening schedules.

Aviation Fundamentals Certificate in Applied Science

Program Description
This certificate introduces general aviation subjects related to all aircraft maintenance. Topics include mechanic privileges, limitations and forms documentation; math and physics; basic electricity; aircraft drawing; ground handling and servicing; and materials and corrosion control.

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

Entrance Requirements
Acceptable placement test score(s); plus high school diploma or equivalent

Type of Program
Day or evening

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

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

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester.
Please see your advisor to map out your own personalized progression toward graduation.

**Note:** Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
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<th>Hours</th>
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<td>General Regulations</td>
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</tr>
<tr>
<td>ACM 102</td>
<td>Aviation Sciences</td>
<td>3</td>
</tr>
<tr>
<td>ACM 105</td>
<td>Basic Aircraft Electricity</td>
<td>4</td>
</tr>
<tr>
<td>ACM 110</td>
<td>Aircraft Drawings</td>
<td>1</td>
</tr>
<tr>
<td>ACM 115</td>
<td>Ground Handling &amp; Servicing</td>
<td>3</td>
</tr>
<tr>
<td>ACM 120</td>
<td>Materials &amp; Corrosion Control</td>
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**Aviation Powerplant Theory/Systems Certificate in Applied Science**

**Program Description**
This certificate introduces Powerplant-related subjects to aircraft maintenance technicians. Topics include lubrication, ignition and starting systems, turbine and reciprocating engines, propellers, electrical, instruments, fire protection, fuel systems and inspections.

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

**Entrance Requirements**
Acceptable placement test score(s); plus high school diploma or equivalent

**Type of Program**
Day or evening

**Employment Opportunities**
General aviation, contract repair facilities and aviation-related maintenance activities

Visit our web page at [https://www.gvltec.edu/amt/](https://www.gvltec.edu/amt/).

**Recommended Program Schedule**
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

**Note:** Please contact your advisor for recommended evening schedules.

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<td>Lubricating Systems</td>
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<td>ACM 210</td>
<td>Reciprocating Engine Overhaul</td>
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</tr>
<tr>
<td>ACM 234</td>
<td>Propellers &amp; Components</td>
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<tr>
<td>ACM 240</td>
<td>Engine Electrical, Instrumentation &amp; Fire Protection</td>
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**Second Semester**

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<td>ACM 245</td>
<td>Powerplant Fuel Systems</td>
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<tr>
<td>ACM 250</td>
<td>Induction, Cooling &amp; Exhaust</td>
<td>3</td>
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<td>ACM 273</td>
<td>Airframe and Powerplant Capstone</td>
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**Third Semester**

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<td>Induction, Cooling &amp; Exhaust</td>
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**Total Required Credit Hours**

32

**Auto Body Repair Programs**
- Auto Body Repair Associate in Applied Science (p. 131)
- Auto Body Repair Certificate in Applied Science (p. 132)

**Auto Body Repair Associate in Applied Science**

**Program Description**
This program consists of unibody/full-frame structural repair, welding, estimating, automotive electricity, air conditioning, restraints and refinishing.

**Mission Statement**
The Auto Body Department at Greenville Technical College is dedicated to the training of students to meet the ever-changing needs of the automotive collision repair industry. The program will be continually monitored and improved to meet employer needs through the department advisory committee which is composed of representatives from insurance, dealer and independent companies.

**Entrance Requirements**
Acceptable placement test score(s), plus high school diploma or GED

**Type of Program**
Daytime only

**Accreditation**
This program is accredited by the ASE Education Foundation.

**Professional Credentials**
ASE Automotive Service Excellence Technician (subject to passing exam); I-CAR Pro Level I certificate for Refinishing and Non-Structural (subject to passing exam); I-CAR Welding Certification Steel and Aluminum (subject to passing hands-on assessment)
Employment Opportunities
Automotive body repair technician, estimator, refinish technician, shop foreman, shop manager, service advisor, parts specialist, shop owner

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

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

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<td>Freshman Seminar</td>
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<td>Auto Body Fundamentals</td>
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<td>ABR 105</td>
<td>Structural Measuring and Analysis</td>
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<tr>
<td>ABR 106</td>
<td>Non-Structural Plastic and Metal Repairs</td>
<td>3</td>
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<tr>
<td>ABR 107</td>
<td>Refinishing Fundamentals</td>
<td>3</td>
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<tr>
<td>MAT 170</td>
<td>Algebra, Geometry and Trigonometry I</td>
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<td>Mig Welding</td>
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<td>ABR 115</td>
<td>Structural Repair Planning and Correction</td>
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<td>ABR 116</td>
<td>Non-Structural Panel Replacement and Trim</td>
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<td>ABR 117</td>
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<td>Estimating Fundamentals</td>
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<td>ABR 135</td>
<td>Structural Sectioning and Frame Replacement</td>
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<tr>
<td>ENG 165</td>
<td>Professional Communications</td>
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<td>Advanced Estimating Procedures</td>
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<td>ABR 142</td>
<td>Mechanical Systems</td>
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<td>Auto Body Electrical Systems</td>
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<tr>
<td>ABR 136</td>
<td>Metal Shaping and Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>ABR 137</td>
<td>Advanced Refinishing Processes</td>
<td>3</td>
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<tr>
<td>ABR 144</td>
<td>Heating, Cooling and Air Conditioning Systems</td>
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</tr>
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<td>HSS 105</td>
<td>Technology and Culture</td>
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<td>Total Required Credit Hours</td>
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</table>

Auto Body Repair Certificate in Applied Science

Program Description
This program consists of unibody/full-frame structural repair, sheet metal repair, welding, estimating and refinishing

Mission Statement
The Auto Body Repair Department at Greenville Technical College is dedicated to the training of students to meet the ever-changing needs of the automotive collision repair industry. The program will be continually monitored and improved to meet employer needs through the department advisory committee which is composed of representatives from insurance, dealer and independent companies. The certificate program provides the students with the needed theory and hands-on experience to obtain employment in the auto body repair industry.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED

Type of Program
Day

Professional Credential
I-CAR Pro Level I certificate for Refinishing and Non-Structural (subject to passing exam)

Employment Opportunities
Automotive body repair technician, estimator, refinish technician, aviation refinish technician, customer advisor, parts specialist

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

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
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<td>ABR 105</td>
<td>Structural Measuring and Analysis</td>
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</tr>
<tr>
<td>ABR 106</td>
<td>Non-Structural Plastic and Metal Repairs</td>
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<tr>
<td>ABR 107</td>
<td>Refinishing Fundamentals</td>
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<th>Course Title</th>
<th>Hours</th>
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<tr>
<td>ABR 102</td>
<td>Mig Welding</td>
<td>3</td>
</tr>
<tr>
<td>ABR 115</td>
<td>Structural Repair Planning and Correction</td>
<td>3</td>
</tr>
<tr>
<td>ABR 116</td>
<td>Non-Structural Panel Replacement and Trim</td>
<td>3</td>
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<tr>
<td>ABR 117</td>
<td>Refinishing Application Processes</td>
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<tr>
<td>Total Semester Hours</td>
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</table>
Automotive Technology

Programs
- Automotive Medium and Light Repair Certificate in Applied Science (p. 133)
- Automotive Technology Associate in Applied Science (p. 133)

Automotive Medium and Light Repair Certificate in Applied Science

Program Description
The purpose of this program is to train entry-level technicians for the after-sale, routine maintenance sector of the automotive service industry. The program is designed to train technicians to perform basic maintenance items such as tires, fluid services, brakes, steering and suspension repairs and multi-point inspections.

Entrance Requirements
Acceptable placement test score(s); plus high school diploma or GED.

Type of Program
Day

Employment Opportunities
Dealership fast lanes, tire stores, light maintenance service centers, independent garages

Visit our web page at https://www.gvltec.edu/automotive/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

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<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUT 110</td>
<td>Introduction to Automotive Welding</td>
<td>3</td>
</tr>
<tr>
<td>AUT 132</td>
<td>Automotive Electricity</td>
<td>4</td>
</tr>
<tr>
<td>AUT 159</td>
<td>Tools, Equipment and Reference Manuals</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>13</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUT 103</td>
<td>Engine Reconditioning</td>
<td>4</td>
</tr>
<tr>
<td>AUT 241</td>
<td>Automotive Air Conditioning</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Semester Hours 9
Total Required Credit Hours 33

Automotive Technology Associate in Applied Science

Program Description
This program trains students in the testing, diagnosis and servicing of motor vehicles.

Mission Statement
The Automotive Technology Associate in Applied Science degree (Automotive Service Training Program (ASTP) is a two-year associate degree program designed to prepare students to become proficient, entry-level automotive technicians. Graduates are encouraged to take the Automotive Service Excellence (ASE) exam in all eight areas of study after completion of the program. This program prepares graduates for employment in automotive dealerships and service centers.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or equivalent

See “Program Requirements” Section for additional requirements.

Type of Program
Daytime only/Fall starts only

Employment Opportunities
Automotive service technician with a dealer or independent service organization

Professional Credential
Automotive Service Excellence Technician (subject to passing exam)

Program Accreditation
This program is accredited by the ASE Education Foundation.

Specialization Options
The Automotive Technology Associate in Applied Science degree also allows students to select one of the following two specializations, both of which are the only similar option offered in South Carolina:

- General Motors Automotive Service Educational Program (ASEP) trains students in the testing, diagnosis and servicing of General Motors motor vehicles and prepares graduates for employment in a GM dealership or participating AC Delco repair facility. Students

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 231</td>
<td>Automotive Service Excellence</td>
<td>4</td>
</tr>
<tr>
<td>AUT 122</td>
<td>Suspension and Alignment</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>16</td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUT 112</td>
<td>Braking Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUT 149</td>
<td>Ignition and Fuel Systems</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Total Required Credit Hours</td>
<td>37</td>
</tr>
</tbody>
</table>
Automotive Technology Associate in Applied Science must complete a cooperative work experience (co-op) course each semester with a GM dealership or an approved AC Delco repair facility.

- Honda/Acura Professional Automotive Career Training (PACT) trains students in the testing, diagnosis and servicing of Honda and Acura motor vehicles and prepares graduates for employment in a Honda or Acura dealership or repair facility. Students must complete a cooperative work experience (co-op) course each semester with a Honda or Acura dealership.

Visit our web page at https://www.gvltec.edu/automotive/.

Program Requirements
In addition to the associate degree requirements, the automotive specializations have the following requirements.

General Motors Automotive Service Educational Program (ASEP) Specialization Entrance Requirements
- Acceptable placement test score(s), plus high school diploma or equivalent.
- Student must be placed in an ASEP approved co-op upon program entry.
- Student must pass drug test for employer and have a good driving record.
- Student must interview with the TT Department Head or OEM program director/lead instructor.

Honda/Acura Professional Automotive Career Training (PACT) Specialization Entrance Requirements
- Acceptable placement test score(s), plus high school diploma or equivalent.
- Student must be placed in an approved Honda or Acura co-op upon program entry.
- Student must pass drug test for employer and have a good driving record.
- Student must interview with the TT Department Head or OEM program director/lead instructor.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended alternate schedules.

Automotive Associate Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 110</td>
<td>Introduction to Automotive Welding</td>
<td>3</td>
</tr>
<tr>
<td>AUT 132</td>
<td>Automotive Electricity</td>
<td>4</td>
</tr>
<tr>
<td>AUT 159</td>
<td>Tools, Equipment and Reference Manuals</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar 1</td>
<td>3</td>
</tr>
<tr>
<td>ENG 165</td>
<td>Professional Communications</td>
<td>3</td>
</tr>
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</table>

Total Semester Hours 16

General Motors Automotive Service Educational Program or Honda/Acura Professional Automotive Career Training specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 110</td>
<td>Introduction to Automotive Welding</td>
<td>3</td>
</tr>
<tr>
<td>AUT 132</td>
<td>Automotive Electricity</td>
<td>4</td>
</tr>
<tr>
<td>AUT 159</td>
<td>Tools, Equipment and Reference Manuals</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar 1</td>
<td>3</td>
</tr>
<tr>
<td>ENG 165</td>
<td>Professional Communications</td>
<td>3</td>
</tr>
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</table>

Total Semester Hours 16

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>AUT 116</td>
<td>Manual Transmission and Axle</td>
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<td>AUT 122</td>
<td>Suspension and Alignment</td>
<td>4</td>
</tr>
<tr>
<td>AUT 247</td>
<td>Electronic Fuel Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUT 252</td>
<td>Advanced Automatic Transmission</td>
<td>4</td>
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<tr>
<td>PHS 111</td>
<td>Conceptual Physics I</td>
<td>3</td>
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Total Semester Hours 15

3 General education course

Fifth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 112</td>
<td>Braking Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUT 152</td>
<td>Automatic Transmissions</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Required Credit Hours 77

1 General education course
Building Construction Technology

Programs

- Building Construction Technology Certificate in Applied Science (p. 135)

Building Construction Technology Certificate in Applied Science

Program Description

Students of the Building Construction Technology program will demonstrate building science fundamentals, construction management theories and best practices through practical “hands-on” and “real-world problem solving” training curriculum that is consistent with the changing skill requirements of the construction industry. Students will demonstrate entry-level skills such as estimating, project management, scheduling writing, public speaking, blueprint reading, construction math, mechanical systems and business law and ethics. Through planned evaluations from program advisory committee composed of representatives from local construction companies, the student will demonstrate professional skills of ethics and integrity while learning in a collaborative teamwork environment.

Mission Statement

The mission of the Building Construction Technology program is to provide the college’s local service area and the global economy of the construction industry with a pool of skilled, entry-level carpenters, plumbers and masons that is consistent with the industry workforce needs. Students will become skilled, knowledgeable, productive employees and life-long learners.

Entrance Requirements

Acceptable placement test score(s); high school diploma or GED not required

Type of Program

Day or evening

Employment Opportunities

All building industries and projects involving residential building construction, nonresidential building construction, commercial building construction, building finishing contractors, foundation, structure, building exterior contractors, construction laborers and helpers.

Visit our web page at https://www.gvltec.edu/bct/.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 101</td>
<td>Introduction to Building Construction</td>
<td>5</td>
</tr>
<tr>
<td>BCT 102</td>
<td>Fundamentals of Building Construction</td>
<td>4</td>
</tr>
<tr>
<td>BCT 113</td>
<td>Fundamentals of Construction Prints</td>
<td>4</td>
</tr>
<tr>
<td>BCT 131</td>
<td>Estimating/Quantity Take-Off</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>15</td>
</tr>
</tbody>
</table>

Second Semester

| BCT 103  | Construction Site Layout                   | 4     |
| BCT 115  | Construction Safety and Equipment          | 2     |
| BCT 201  | Principles of Roof Construction            | 4     |
| BCT 231  | Construction Labor and Expediting          | 3     |
|          | Total Semester Hours                       | 13    |

Third Semester

| BCT 203  | Exterior & Interior Finishes               | 5     |
| BCT 209  | Construction Project Management            | 3     |
| BCT 221  | Construction Building Codes                | 3     |
| BCT 116  | Residential Building Exam Preparation      | 1     |
|          | Total Semester Hours                       | 12    |

Total Required Credit Hours 40
Diesel Engine Performance Certificate in Applied Science

Program Description
This program provides students with hands-on experience in overhaul procedures, timing adjustments, turbocharger matching, exhaust tuning diagnostics and on-board computer reprogramming experience necessary to succeed in today’s diesel engine performance field.

Mission Statement
The Diesel Engine Performance certificate is designed to prepare graduates with the necessary technical skills to become a diesel heavy equipment mechanic. The student will specialize in overhaul procedures, timing adjustments, turbocharger matching, exhaust tuning diagnostics and on-board computer reprogramming. Graduates will have a solid foundation of knowledge to confidently execute the well-acclaimed ASE certifications related to engine performance.

Entrance Requirements
Acceptable placement test score(s); high school diploma or GED required (or department head approval)

Type of Program
Evening

Employment Opportunities
Truck repair, fleet service, heavy equipment
Visit our web page at https://www.gvltec.edu/diesel/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHM 125</td>
<td>Diesel Fuel Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>3</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHM 101</td>
<td>Introduction to Diesel Engines</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>4</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHM 105</td>
<td>Diesel Engines I</td>
<td>3</td>
</tr>
<tr>
<td>DHM 205</td>
<td>Diesel Engines II</td>
<td>3</td>
</tr>
<tr>
<td>DHM 216</td>
<td>Medium Diesel Engines</td>
<td>3</td>
</tr>
<tr>
<td>DHM 225</td>
<td>Electronic Fuel Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
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</tr>
<tr>
<td></td>
<td>Total Required Credit Hours</td>
<td>19</td>
</tr>
</tbody>
</table>

1 Prerequisite courses - students must complete these courses with a grade of “C” or better before advancing to the core courses for this certificate.

Diesel Equipment Technology Certificate in Applied Science

Program Description
This program provides students with an understanding of diesel equipment systems with an emphasis on over-the-road trucks.

Mission Statement
The Diesel Technology certificate is designed to prepare graduates with the necessary technical skills to become a diesel heavy equipment mechanic. The student will receive a well-rounded education including basic knowledge and mechanical theories with significant hands-on experience. Graduates will have a solid foundation of knowledge to confidently execute the well-acclaimed ASE certifications.

Entrance Requirements
Acceptable placement test score(s); high school diploma or GED required (or department head approval)

Type of Program
Day or evening

Professional Credentials
ASE Automotive Service Excellence Technician (subject to passing exam)

Employment Opportunities
Truck repair shops, fleet service, heavy equipment repair centers
Visit our web page at https://www.gvltec.edu/diesel/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHM 107</td>
<td>Diesel Equipment, Service &amp; Diagnosis</td>
<td>3</td>
</tr>
<tr>
<td>DHM 173</td>
<td>Electrical Systems I</td>
<td>3</td>
</tr>
<tr>
<td>DHM 255</td>
<td>Air Brake Systems</td>
<td>3</td>
</tr>
<tr>
<td>DHM 273</td>
<td>Electrical Systems II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>12</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHM 101</td>
<td>Introduction to Diesel Engines</td>
<td>4</td>
</tr>
<tr>
<td>DHM 108</td>
<td>Diesel Engine Tune-Up</td>
<td>2</td>
</tr>
<tr>
<td>DHM 121</td>
<td>Introduction to Diagnostic Testing</td>
<td>2</td>
</tr>
<tr>
<td>DHM 125</td>
<td>Diesel Fuel Systems</td>
<td>3</td>
</tr>
</tbody>
</table>
### Heavy Equipment Auxiliary Systems Certificate in Applied Science

**Program Description**
This certificate will provide students with hands-on experience in diagnostic, repair and installation procedures for heavy equipment auxiliary systems.

**Mission Statement**
The mission of the Heavy Equipment Auxiliary Systems Certificate is to enhance the study and practices of students in additional and exterior units that are crucial to the diesel industry, such as machine hydraulics and auxiliary power units and trailers, to be in compliance with federal and state regulations.

**Entrance Requirements**
Acceptable placement test score(s); high school diploma or GED required (or department head approval)

**Type of Program**
Day or evening

**Employment Opportunities**
Truck repair shops, fleet service, heavy equipment repair centers

Visit our web page at [https://www.gvltec.edu/diesel/](https://www.gvltec.edu/diesel/).

**Recommended Program Schedule**
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

**Note:** Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHM 255</td>
<td>Air Brake Systems (fast-track course)</td>
<td>3</td>
</tr>
<tr>
<td>DHM 255</td>
<td>Total Semester Hours</td>
<td>3</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHM 101</td>
<td>Introduction to Diesel Engines (fast-track course)</td>
<td>4</td>
</tr>
<tr>
<td>DHM 121</td>
<td>Introduction to Diagnostic Testing (fast-track course)</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Prerequisite courses
- students must complete these courses with a grade of "C" or better before advancing to the core courses for this certificate.

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### HVAC/R Programs

- **Air Conditioning/Refrigeration Technician Certificate in Applied Science** (p. 137)
- **Air Conditioning/Refrigeration Technology Diploma in Applied Science** (p. 138)
- **Beginning Electricity & Refrigeration Certificate in Applied Science** (p. 139)

### Air Conditioning/Refrigeration Technician Certificate in Applied Science

**Program Description**
This program trains students to install and service heat pumps, gas, oil, electric equipment and commercial refrigeration units.

**Mission Statement**
The Heating, Ventilation, Air-Conditioning and Refrigeration (HVAC/R) program will provide skilled personnel trained that is consistent with the industry workforce needs. The Heating, Ventilation, Air-Conditioning and Refrigeration (HVAC/R) program will incorporate practical "hands-on" and "real-world problem solving" training technology into the curriculum that is consistent with the changing skill requirements of the industry.

**Entrance Requirements**
Acceptable placement test score(s); high school diploma or GED not required. Students may enter this certificate any semester with department head approval.

**Type of Program**
Day or evening
Requirements for Completion
Each student must take a NATE (North American Technician Excellence) Core competency exam. The NATE exam is based on Knowledge Areas of Technician Expertise (KATEs). The Core exam tests a candidate's general knowledge, construction knowledge, and HVAC/R specific knowledge in the areas of

- Safety
- Tools
- Basic construction
- Using basic science
- Achieving desired conditions
- Taking temperature and humidity measurements
- Basic electrical

Professional Credentials
EPA Technician Certification (subject to passing EPA exam)

Program Accreditation
The Air Conditioning/Refrigeration Technician certificate program is accredited by HVAC Excellence.

Employment Opportunities
Installation and servicing of all types of heating and air conditioning and refrigeration equipment

Visit our web page at https://www.gvltec.edu/hvacr/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACR 101</td>
<td>Fundamentals of Refrigeration</td>
<td>5</td>
</tr>
<tr>
<td>ACR 102</td>
<td>Tools and Service Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ACR 106</td>
<td>Basic Electricity for HVAC/R</td>
<td>4</td>
</tr>
<tr>
<td>Total Semester Hours</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACR 110</td>
<td>Heating Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>ACR 120</td>
<td>Basic Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>ACR 131</td>
<td>Commercial Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>ACR 140</td>
<td>Automatic Controls</td>
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<td>Total Semester Hours</td>
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</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACR 150</td>
<td>Basic Sheet Metal</td>
<td>2</td>
</tr>
<tr>
<td>ACR 160</td>
<td>Service Customer Relations</td>
<td>3</td>
</tr>
<tr>
<td>ACR 210</td>
<td>Heat Pumps</td>
<td>4</td>
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<tr>
<td>Total Semester Hours</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Total Required Credit Hours</td>
<td>36</td>
<td></td>
</tr>
</tbody>
</table>

Air Conditioning/Refrigeration Technology Diploma in Applied Science

Program Description
This program trains students to install and service heat pumps, gas, oil, electric equipment and commercial refrigeration units. An Associate Degree in Applied Science with a major in General Technology is available to graduates of this diploma program.

Mission Statement
The Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC/R) program will provide skilled personnel trained that is consistent to the industry workforce needs. The Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC/R) program will incorporate practical "hands-on" and "real-world problem solving" training technology into the curriculum that is consistent with the changing skill requirements of the industry.

Entrance Requirements
Acceptable placement test score(s); plus high school diploma or GED. Students may enter this program any semester with department head approval.

Type of Program
Day or evening

Requirements for Completion
Each student must take a NATE (North American Technician Excellence) Core competency exam. The NATE exam is based on Knowledge Areas of Technician Expertise (KATEs). The Core exam tests a candidate's general knowledge, construction knowledge, and HVAC/R specific knowledge in the areas of

- Safety
- Tools
- Basic construction
- Using basic science
- Achieving desired conditions
- Taking temperature and humidity measurements
- Basic electrical

Program Accreditation
The Air Conditioning/Refrigeration Technology diploma program is accredited by HVAC Excellence.

Professional Credentials
EPA Technician (subject to passing EPA exam)

Employment Opportunities
Installation and servicing of all types of heating and air conditioning and refrigeration equipment

Visit our web page at https://www.gvltec.edu/hvacr/.
Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Course rotation may differ based on the semester that the student enters the program. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACR 101</td>
<td>Fundamentals of Refrigeration</td>
<td>5</td>
</tr>
<tr>
<td>ACR 102</td>
<td>Tools and Service Techniques</td>
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</tr>
<tr>
<td>ACR 106</td>
<td>Basic Electricity for HVAC/R</td>
<td>4</td>
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<tr>
<td>Select one of the following:</td>
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<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
<td>1,2</td>
</tr>
<tr>
<td>MAT 170</td>
<td>Algebra, Geometry and Trigonometry I</td>
<td>1</td>
</tr>
<tr>
<td>Total Semester Hours</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ACR 110</td>
<td>Heating Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>ACR 120</td>
<td>Basic Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>ACR 131</td>
<td>Commercial Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>ACR 140</td>
<td>Automatic Controls</td>
<td>3</td>
</tr>
<tr>
<td>ENG 165</td>
<td>Professional Communications</td>
<td>3</td>
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<tr>
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<td>18</td>
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</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 150</td>
<td>Basic Sheet Metal</td>
<td>2</td>
</tr>
<tr>
<td>ACR 160</td>
<td>Service Customer Relations</td>
<td>3</td>
</tr>
<tr>
<td>ACR 210</td>
<td>Heat Pumps</td>
<td>4</td>
</tr>
<tr>
<td>PSY 103</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Total Semester Hours</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Total Required Credit Hours

12

1 Required General education course may be substituted each semester with advisor approval.
2 Take MAT 110 College Algebra* if placement allows.
3 Take ENG 101 English Composition I* and SPC 205 Public Speaking* if placement allows.

Entrance Requirements
Acceptable placement test score(s); high school diploma or GED not required. Students may enter this certificate any semester with department head approval.

Type of Program
Day or evening

Professional Credentials
EPA Technician Certification (subject to passing EPA exam)

Visit our web page at https://www.gvltec.edu/hvacr/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACR 101</td>
<td>Fundamentals of Refrigeration</td>
<td>5</td>
</tr>
<tr>
<td>ACR 102</td>
<td>Tools and Service Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ACR 106</td>
<td>Basic Electricity for HVAC/R</td>
<td>4</td>
</tr>
<tr>
<td>Total Semester Hours</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Industrial Electricity
Programs

- Industrial Electricity Certificate in Applied Science (p. 139)

Industrial Electricity Certificate in Applied Science

Program Description
Students of the Industrial Electricity program will demonstrate building science fundamentals, construction management theories and best practices through practical “hands-on” and “real-world problem solving” training curriculum that is consistent with the changing skill requirements of the construction industry. Students will demonstrate entry-level skills such as estimating, project management, scheduling writing, public speaking, blueprint reading, construction math, mechanical systems, and business law and ethics. Through planned evaluations from program advisory committee composed of representatives from local construction companies, the student will demonstrate professional skills of ethics and integrity while learning in a collaborative teamwork environment.

Mission Statement
The Industrial Electricity program will provide the college's local service area and the global economy of the construction industry with a pool of skilled, entry-level electrician positions, including residential wiring, as well as commercial/industrial applications that are consistent with the
Truck Driver Training

Programs

- Truck Driver Training Certificate in Applied Science (p. 140)

**Entrance Requirements**

Acceptable placement test score(s); high school diploma or GED not required

**Type of Program**

Evening

**Location**

This program is located at Greenville Tech’s Barton Campus.

**Professional Credentials**

State Journeyman’s License (subject to passing exam)

**Employment Opportunities**

Electrical construction, repair and plant maintenance, entry-level electrician positions, including residential wiring, as well as commercial/industrial applications

Visit our web page at [https://www.gvltec.edu/industrial-electricity/](https://www.gvltec.edu/industrial-electricity/).

**Recommended Program Schedule**

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

**Note:** Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EEM 105</td>
<td>Basic Electricity</td>
<td>2</td>
</tr>
<tr>
<td>EEM 140</td>
<td>National Electrical Code</td>
<td>3</td>
</tr>
<tr>
<td>Total Semester Hours</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EEM 151</td>
<td>Motor Controls I</td>
<td>4</td>
</tr>
<tr>
<td>EEM 215</td>
<td>DC/AC Machines</td>
<td>3</td>
</tr>
<tr>
<td>Total Semester Hours</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EEM 165</td>
<td>Residential/Commercial Wiring</td>
<td>4</td>
</tr>
<tr>
<td>EEM 166</td>
<td>Commercial/Industrial Wiring</td>
<td>4</td>
</tr>
<tr>
<td>Total Semester Hours</td>
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<td>8</td>
</tr>
<tr>
<td>Total Required Credit Hours</td>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

**Truck Driver Training Certificate in Applied Science**

**Program Description**

This program, offered at the SC Technology and Aviation Center (formerly Donaldson Center), prepares students for the written Class A Permit at the DMV, covers rules and regulations in the transportation industry, prepares students for pre-trip inspection on a commercial motor vehicle, prepares students for basic and complex backing maneuvers on a closed backing range, basic operations of a commercial motor vehicle on public highways and the Commercial Driver’s License skills test at the DMV.

The Truck Driver Training Department will provide a high-quality credit program and education for entry-level commercial drivers, to meet industry needs, in a modern, comfortable facility with contemporary vehicles and equipment, delivered by a well-qualified faculty and staff focused on student success.

**Mission Statement**

Train entry-level commercial motor vehicle drivers, through information obtained from the South Carolina Commercial Driver License Manual, the Federal Motor Carrier Safety Regulations and various other transportation sources, actual driving experience obtained while operating a commercial vehicle on the training range and actual behind-the-wheel driving operations of a commercial motor vehicle on public highways.

**Entrance Requirements**

Students must be a U.S. citizen or be a permanent legal resident; command of the English language, be able to read on at least a 10th-grade reading level; have a valid driver’s license, that is not currently suspended or pending a suspension; no felony convictions involving a motor vehicle; the ability to pass a DOT medical physical and drug screen; and acceptable placement test score(s); a high school diploma or GED not required.

- Prior to acceptance students must
- Be a United States citizen or a legal permanent resident.
- Hold a valid driver’s license with a good driving record.
- Be at least 18 years of age to drive locally and at least 21 years of age to drive interstate.
- Have no felony convictions involving a motor vehicle.
- Be able to pass a physical examination set by the Department of Transportation in which the student must have 20/40 vision in each eye with or without glasses, no defects or disease that would interfere with safe driving, no addictions to alcohol or drugs of any form and be able to pass drug screening. This physical must be done two weeks prior to training.

**Type of Program**

Day or night

- This program runs nine weeks as a day class, 15 weeks as a night class, and can be completed in less than one semester.

**Professional Credentials**

Class A CDL (subject to passing exam)
Employment Opportunities

Trucking companies and individual trucking operators

Visit our web page at https://www.gvltec.edu/truck_driver_training/.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

**Recommended Evening Schedules:**

Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TDR 101</td>
<td>Introduction to Truck Driver Training</td>
<td>5</td>
</tr>
<tr>
<td>TDR 102</td>
<td>Fundamentals of Truck Driver Training</td>
<td>4</td>
</tr>
<tr>
<td>TDR 103</td>
<td>Preparation for CDL Examination</td>
<td>3</td>
</tr>
<tr>
<td>Total Required Credit Hours</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Welding Programs

- Robotic Welding Fundamentals Certificate in Applied Science (p. 141)
- Specialized Welding Certificate in Applied Science (p. 141)
- Welding Certificate in Applied Science (p. 142)

Robotic Welding Fundamentals Certificate in Applied Science

Program Description

This program trains students in the fundamentals of basic robotic welding, pipefitting and print reading.

Mission Statement

The Welding Technology program will equip graduates with knowledge and training to provide skilled support in specialized and robotic welding for the manufacturing and construction industries. Students are encouraged to stay well informed of changing technologies through continued lifelong learning.

Entrance Requirements

Acceptable placement test score(s); high school diploma or GED not required

Type of Program

Day or evening

Requirements for Completion

A grade of "C" or higher in all courses is required.

Location

With the exception of WLD 103 Print Reading I and WLD 110 Welding Safety and Health, which are only offered online, classes in this program are located at Greenville Tech’s Brashier campus.

Employment Opportunities

Sheet metal fabrication, construction, maintenance welding and all types of welding industry

Visit our web page at https://www.gvltec.edu/welding/.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

**Recommended Evening Schedules:**

Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WLD 103</td>
<td>Print Reading I</td>
<td>1</td>
</tr>
<tr>
<td>WLD 108</td>
<td>Gas Metal Arc Welding I</td>
<td>4</td>
</tr>
<tr>
<td>WLD 110</td>
<td>Welding Safety and Health</td>
<td>1</td>
</tr>
<tr>
<td>WLD 132</td>
<td>Inert Gas Welding Ferrous</td>
<td>4</td>
</tr>
<tr>
<td>Total Semester Hours</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WLD 235</td>
<td>Robotic Welding I</td>
<td>2</td>
</tr>
<tr>
<td>WLD 240</td>
<td>Robotic Welding and Manufacturing</td>
<td>4</td>
</tr>
<tr>
<td>Total Semester Hours</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Total Required Credit Hours</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

1 Online class

Specialized Welding Certificate in Applied Science

Program Description

This program trains students in plate, mild steel pipe and stainless pipe welding using the GMAW, FCAW and the GTAW welding techniques.

Mission Statement

The Welding Technology program will equip graduates with knowledge and training to provide skilled support in specialized and robotic welding for the manufacturing and construction industries. Students are encouraged to stay well informed of changing technologies through continued lifelong learning.

Entrance Requirements

Acceptable placement test score(s); high school diploma or GED not required.

Students must have completed WLD 108 Gas Metal Arc Welding I, WLD 132 Inert Gas Welding Ferrous and/or be currently employed in the welding field.
Welding Certificate in Applied Science

Type of Program
Day or evening

Requirements for Completion
A grade of “C” or higher in all courses is required.

Location
With the exception of WLD 110 Welding Safety and Health which is only offered online, all classes in this program are located at Greenville Tech’s Brashier Campus.

Professional Credentials
Certified Welder (subject to passing exam)

Employment Opportunities
Sheet metal fabrication, construction, maintenance welding and all types of welding industry

Visit our web page at https://www.gvltec.edu/welding/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 110</td>
<td>Welding Safety and Health</td>
<td>1</td>
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<tr>
<td>WLD 135</td>
<td>Inert Gas Welding of Aluminum</td>
<td>4</td>
</tr>
<tr>
<td>WLD 171</td>
<td>Print Reading and Sketching for Structural Welding</td>
<td>4</td>
</tr>
<tr>
<td>WLD 152</td>
<td>Tungsten Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WLD 208</td>
<td>Advanced Pipe Welding</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Required Credit Hours</strong></td>
<td></td>
<td><strong>16</strong></td>
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</tbody>
</table>

1 Online class

Entrance Requirements
Acceptable placement test score(s); high school diploma or GED not required.

Type of Program
Day, evening or weekend

Requirements for Completion
A grade of “C” or higher in all courses is required.

Location
With the exception of WLD 103 Print Reading I, WLD 110 Welding Safety and Health and WLD 141 Weld Quality, which are only offered online, classes in this program are located at Greenville Tech’s Barton and Brashier campuses.

Professional Credentials
Certified Welder (subject to passing exam)

Employment Opportunities
Self-employed, sheet metal fabrication, construction, plant maintenance, auto body welding and all other types of welding industry

Visit our web page at https://www.gvltec.edu/welding/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 111</td>
<td>E-Learning Success</td>
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<tr>
<td>WLD 102</td>
<td>Introduction to Welding</td>
<td>2</td>
</tr>
<tr>
<td>WLD 103</td>
<td>Print Reading I</td>
<td>1</td>
</tr>
<tr>
<td>WLD 110</td>
<td>Welding Safety and Health</td>
<td>1</td>
</tr>
<tr>
<td>WLD 111</td>
<td>Arc Welding I</td>
<td>4</td>
</tr>
<tr>
<td>WLD 132</td>
<td>Inert Gas Welding Ferrous</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 113</td>
<td>Arc Welding II</td>
<td>4</td>
</tr>
<tr>
<td>WLD 160</td>
<td>Fabrication Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLD 235</td>
<td>Robotic Welding I</td>
<td>2</td>
</tr>
<tr>
<td>WLD 240</td>
<td>Robotic Welding and Manufacturing</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td></td>
<td><strong>13</strong></td>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 108</td>
<td>Gas Metal Arc Welding I</td>
<td>4</td>
</tr>
<tr>
<td>WLD 115</td>
<td>Arc Welding III</td>
<td>4</td>
</tr>
<tr>
<td>WLD 208</td>
<td>Advanced Pipe Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

Welding Certificate in Applied Science

Program Description
This program prepares welding graduates for testing and certification for local metal fabrication shops, maintenance welding and construction pipe welding.

Mission Statement
The Welding Technology program will equip graduates with knowledge and training to provide skilled support in specialized and robotic welding for the manufacturing and construction industries. Students are encouraged to stay well informed of changing technologies through continued lifelong learning.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>WLD 141</td>
<td>Weld Quality</td>
<td>2</td>
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</tbody>
</table>

Total Semester Hours: 13

Total Required Credit Hours: 39

1 Online class
SCHOOL OF BUSINESS AND COMPUTER TECHNOLOGY

The School of Business and Computer Technology at Greenville Technical College provides classes for over 1300 credit and non-credit students annually to include dual-enrolled high school students. The School offers the Associate in Applied Science Degree and Certificate in Applied Science credentials. The school houses six departments:

- Accounting
- Administrative Office Technology
- Computer Technology
- Management
- Marketing
- Supply Chain Management

The School has 21 full-time faculty members and additional adjunct faculty members. Uniquely, the school offers many experiential learning opportunities through internships, apprenticeships and tech-scholar programs with local industry. The associate degree programs in Accounting, Management, Marketing and Supply Chain Management also have programmatic accreditation through the Accreditation Council for Business Schools and Programs (ACBSP) and the Department of Supply Chain Management is a member of the SAP University Alliances (SAP).

Associate Degrees
- Accounting Associate in Applied Science (p. 144)
- Administrative Office Technology Associate in Applied Science (p. 146)
- Computer Technology Associate in Applied Science (p. 151)
- Management Associate in Applied Science (p. 156)
- Marketing Associate in Applied Science (p. 158)
- Supply Chain Management Associate in Applied Science (p. 161)

Certificates
- Business Systems Certificate in Applied Science (p. 147)
- Cisco Network Administrator Certificate in Applied Science (p. 149)
- Cisco Routing/Network Configuration Certificate in Applied Science (p. 150)
- Cybersecurity Certificate in Applied Science (p. 153)
- Data Analytics Certificate in Applied Science (p. 148)
- Marketing Communications Certificate in Applied Science (p. 159)
- Marketing in the Non-Profit Sector Certificate in Applied Science (p. 160)
- Medical Clerical Certificate in Applied Science (p. 149)
- Microsoft Network Technician Certificate in Applied Science (p. 154)
- Small Business Accounting Certificate in Applied Science (p. 145)
- Small Business Management/Entrepreneurship Certificate in Applied Science (p. 157)

Visit our web page at https://www.gvltec.edu/business-computer/.

Accounting Programs
- Accounting Associate in Applied Science (p. 144)
- Small Business Accounting Certificate in Applied Science (p. 145)

Accounting Associate in Applied Science

Program Description
This degree prepares students for a career in accounting, using a “how-to” approach, interspersing theory and concluding with hands-on applications.

Mission Statement
The mission of the accounting program at Greenville Technical College is to provide students with a quality education in accounting within the learning-centered environment of our institution. This education will provide the student with the knowledge and skills required to be employed in the accounting field or to continue his/her education in accounting.

Entrance Requirements
Acceptable placement test score(s)

Type of Program
Day or evening/online

Requirements for Completion
- Students must receive a grade of “C” or higher in concentration courses, communications courses and the mathematics course to be eligible for graduation.
- Major courses must be completed within five years or by special permission from the department head.

Program Accreditation
This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Employment Opportunities
Manufacturing firms, small businesses, public accounting firms, service companies, not-for-profit organizations

Visit our web page at https://www.gvltec.edu/accounting/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester.
Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics (or higher college math)</td>
<td>3</td>
</tr>
<tr>
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<td>Total Semester Hours</td>
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</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 101</td>
<td>Accounting Principles I*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>BAF 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>MKT 101</td>
<td>Marketing</td>
<td>3</td>
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<td>Total Semester Hours</td>
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</tr>
<tr>
<td>Third Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 102</td>
<td>Accounting Principles II*</td>
<td>3</td>
</tr>
<tr>
<td>ACC 124</td>
<td>Individual Tax Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BUS 121</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 105</td>
<td>Introduction to Economic Principles ¹</td>
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</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>12</td>
</tr>
<tr>
<td>Fourth Semester</td>
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<td></td>
</tr>
<tr>
<td>ACC 150</td>
<td>Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 201</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 224</td>
<td>Business Taxation</td>
<td>3</td>
</tr>
<tr>
<td>ACC 245</td>
<td>Accounting Applications</td>
<td>3</td>
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<tr>
<td>Humanities/Fine Arts Elective</td>
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<tr>
<td></td>
<td>Total Semester Hours</td>
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</tr>
<tr>
<td>Fifth Semester</td>
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</tr>
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<td>ACC 202</td>
<td>Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 230</td>
<td>Cost Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 246</td>
<td>Integrated Accounting Software</td>
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<tr>
<td>ACC 275</td>
<td>Selected Topics in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>LOG 250</td>
<td>Advanced Global Logistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Total Required Credit Hours</td>
<td>69</td>
</tr>
</tbody>
</table>

¹ ECO 210 Macroeconomics* or ECO 211 Microeconomics* if math placement allows

**Small Business Accounting Certificate in Applied Science**

**Program Description**
This program provides introductory training in financial recordkeeping for a small business.

**Mission Statement**
The mission of the Small Business Accounting Certificate program at Greenville Technical College is to provide students with an introductory knowledge and accounting skills used in the financial recordkeeping of a small business.

**Entrance Requirements**
Acceptable placement test score(s)

**Type of Program**
Day or evening

**Requirements for Completion**
- Students must receive a grade of "C" or higher in all courses to be eligible for graduation.
- Courses must be completed within five years or by special permission from the department head.

**Employment Opportunities**
Small businesses, both sales and service companies
Visit our web page at https://www.gvltec.edu/accounting/.

**Recommended Program Schedule**
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 101</td>
<td>Accounting Principles I*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 165</td>
<td>Professional Communications</td>
<td>3</td>
</tr>
<tr>
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<td>Total Semester Hours</td>
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</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 124</td>
<td>Individual Tax Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ACC 150</td>
<td>Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>6</td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 245</td>
<td>Accounting Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACC 246</td>
<td>Integrated Accounting Software</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>6</td>
</tr>
</tbody>
</table>

**Administrative Office Technology Programs**
- Administrative Office Technology Associate in Applied Science (p. 146)
- Business Systems Certificate in Applied Science (p. 147)
Administrative Office Technology Associate in Applied Science

Mission Statement
The mission of the Administrative Office Technology program is to provide graduates with the industry desired technical and interpersonal skills to be effective members and leaders of an office team.

Program options
This program is available in three concentrations: Business Systems, Medical Specialist or Data Analytics. Students will be awarded one degree in one of these concentrations.

- **Business Systems Concentration**: This program prepares students for administrative-level office positions in business, industry and/or government agencies. Preparation includes training in technologies and soft skills needed in today's dynamic office setting. Skills include keyboarding, MS Office applications, desktop publishing, office procedures and practices, accounting, professional development and business communication. Upon completion of the program, students will be proficient in a variety of the latest business applications software packages, written and oral communication, customer service, Internet research and office management skills, which are needed to be an efficient and effective member of an office team working in the current global work environment.

- **Medical Specialist Concentration**: The medical concentration prepares students for administrative-level positions focused on the needs of the medical community, with emphasis on working in doctors' offices, hospital systems, medical organizations, insurance companies, business and industry. Upon completion of the program, students will be proficient in the use of medical scheduling and billing software, the latest business applications software packages, written and oral communication, customer service, Internet research, and office management skills, which are needed to be an efficient and effective member of an office team working in the current global work environment.

- **Data Analytics Concentration**: This program prepares students for administrative-level office positions in technology industries and prepares students to support companies and industries that require administrative assistants to understand and use technology to support their data analysis needs. Preparation includes training in computer and information systems technologies as well as soft skills needed in any dynamic office setting. Skills include keyboarding, MS Office applications, office procedures, business communication, computer fundamentals, internet programming, databases and other emerging technologies. Upon completion of the program, students will be proficient in a variety of the latest business applications software packages, written and oral communication, customer service and office management skills, as well as with hardware and software that support the data and logistical needs of industry.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED.

Type of Program
Online

Requirements for Completion
Requires a minimum grade of "C" in all courses with the exception of General Education Courses.

Employment Opportunities
Business and industry, health care organizations and practices, government agencies

Visit our web page at https://www.gvltec.edu/aot/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

Business Systems Concentration Recommended Program Schedule

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>AOT 104 Keyboarding and Input Technologies</td>
<td>3</td>
</tr>
<tr>
<td>COL 105 Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>AOT 162 Basic Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 120 Probability and Statistics*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td>15</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
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</tr>
<tr>
<td>MGT 101 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>AOT 110 Document Formatting</td>
<td>3</td>
</tr>
<tr>
<td>CPT 170 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205 Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>or SPC 209 Interpersonal Communication</td>
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</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ACC 101 Accounting Principles I*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 251 Administrative Systems and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CPT 270 Advanced Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>MKT 130 Customer Service Principles</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ACC 245 Accounting Applications</td>
<td>3</td>
</tr>
<tr>
<td>AOT 133 Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>AOT 161 Records Management</td>
<td>3</td>
</tr>
<tr>
<td>AOT 234 Administrative Office Communications</td>
<td>3</td>
</tr>
<tr>
<td>AOT 256 Office Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td>15</td>
</tr>
</tbody>
</table>
Fifth Semester

- **MKT 101** Marketing 3
- **AOT 250** Advanced Information Processing 3
- **AOT 255** Senior Practicum 3
- Humanities Elective 3
- Social Science Elective 3

**Total Semester Hours** 15

**Total Required Credit Hours** 69

### Medical Specialist Concentration

#### Recommended Program Schedule

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AOT 104</strong></td>
<td>Keyboarding and Input Technologies</td>
<td>3</td>
</tr>
<tr>
<td><strong>COL 105</strong></td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td><strong>AOT 162</strong></td>
<td>Basic Information Processing</td>
<td>3</td>
</tr>
<tr>
<td><strong>ENG 101</strong></td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td><strong>MAT 120</strong></td>
<td>Probability and Statistics*</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Hours** 15

**Total Required Credit Hours** 69

### Data Analytics Concentration

#### Recommended Program Schedule

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AOT 104</strong></td>
<td>Keyboarding and Input Technologies</td>
<td>3</td>
</tr>
<tr>
<td><strong>COL 105</strong></td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td><strong>AOT 162</strong></td>
<td>Basic Information Processing</td>
<td>3</td>
</tr>
<tr>
<td><strong>ENG 101</strong></td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td><strong>MAT 120</strong></td>
<td>Probability and Statistics*</td>
<td>3</td>
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</table>

**Total Semester Hours** 15

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIO 110</strong></td>
<td>General Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td><strong>AOT 110</strong></td>
<td>Document Formatting</td>
<td>3</td>
</tr>
<tr>
<td><strong>CPT 170</strong></td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td><strong>SPC 205</strong></td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>or <strong>SPC 209</strong></td>
<td>Interpersonal Communication</td>
<td></td>
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</table>

**Total Semester Hours** 12

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AHS 102</strong></td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td><strong>AOT 251</strong></td>
<td>Administrative Systems and Procedures</td>
<td>3</td>
</tr>
<tr>
<td><strong>CPT 270</strong></td>
<td>Advanced Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td><strong>MKT 130</strong></td>
<td>Customer Service Principles</td>
<td>3</td>
</tr>
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</table>

**Total Semester Hours** 12

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AOT 133</strong></td>
<td>Professional Development</td>
<td>3</td>
</tr>
<tr>
<td><strong>AOT 161</strong></td>
<td>Records Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>AOT 234</strong></td>
<td>Administrative Office Communications</td>
<td>3</td>
</tr>
<tr>
<td><strong>AOT 256</strong></td>
<td>Office Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Hours** 12

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CPT 264</strong></td>
<td>Systems &amp; Procedures</td>
<td>3</td>
</tr>
<tr>
<td>or <strong>IST 110</strong></td>
<td>Introduction to Cyberspace and Cybersecurity</td>
<td></td>
</tr>
<tr>
<td><strong>AOT 250</strong></td>
<td>Advanced Information Processing</td>
<td>3</td>
</tr>
<tr>
<td><strong>AOT 255</strong></td>
<td>Senior Practicum</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities Elective</strong></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science Elective</strong></td>
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<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Hours** 15

**Total Required Credit Hours** 69

### Business Systems Certificate in Applied Science

Federal financial aid is not available for this program pending approval from the U.S. Department of Education. South Carolina residents may receive Lottery funds.

#### Program Description

This certificate program prepares students for entry-level administrative office positions in business, industry and/or government agencies. Students will obtain the base level technology and business skills that will allow them to be effective members of an office team and have a
working knowledge of how they can use business systems, including accounting, marketing and management to support the office.

**Mission Statement**

The mission of the Administrative Office Technology program is to provide graduates with the industry desired technical and interpersonal skills to be effective members and leaders of an office team.

**Entrance Requirements**

Acceptable placement test score(s), plus high school diploma or GED.

**Type of Program**

Day or evening

**Requirements for Completion**

- Requires a minimum grade of “C” in all AOT, MGT, ACC, CPT and MKT courses.
- Credits earned in AOT programs are accepted for five years. Credits earned prior to the five-year period must be retaken or may be validated by the successful completion of a higher-level course if available.
- Credits earned in this certificate may be applied to other Administrative Office Technology programs.

Visit our web page at [https://www.gvltec.edu/aot/](https://www.gvltec.edu/aot/).

**Recommended Program Schedule**

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

**Note:** Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AOT 104</td>
<td>Keyboarding and Input Technologies</td>
<td>3</td>
</tr>
<tr>
<td>AOT 162</td>
<td>Basic Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>9</td>
</tr>
</tbody>
</table>

| Second Semester |                              |       |
| AOT 110 | Document Formatting            | 3     |
| CPT 170 | Microcomputer Applications     | 3     |
| ACC 101 | Accounting Principles I*       | 3     |
|         | Total Semester Hours           | 9     |

| Third Semester |                              |       |
| ACC 245 | Accounting Applications        | 3     |
| AOT 251 | Administrative Systems and Procedures | 3     |
|         | Total Semester Hours           | 6     |

| Fourth Semester |                              |       |
| MKT 101 | Marketing                      | 3     |
| AOT 250 | Advanced Information Processing | 3     |
|         | Total Semester Hours           | 6     |

| Total Required Credit Hours | 30 |

**Data Analytics Certificate in Applied Science**

Federal financial aid is not available for this program pending approval from the U.S. Department of Education. South Carolina residents may receive Lottery funds.

**Program Description**

This certificate program prepares students for entry-level administrative office positions in technology industries and prepares students to support companies and industries with data analytics needs. Students will learn basic office skills in addition to the technological skills desired by many industries to support the analysis and presentation of company and industry data.

**Mission Statement**

The mission of the Administrative Office Technology program is to provide graduates with the industry desired technical and interpersonal skills to be effective members and leaders of an office team.

**Entrance Requirements**

Acceptable placement test score(s), plus high school diploma or GED.

**Type of Program**

Day or evening

**Requirements for Completion**

- Requires a minimum grade of “C” in all AOT, CPT, IST and LOG courses.
- Credits earned in AOT programs are accepted for five years. Credits earned prior to the five-year period must be retaken or may be validated by the successful completion of a higher-level course if available.
- Credits earned in this certificate may be applied to other Administrative Office Technology programs.

Visit our web page at [https://www.gvltec.edu/aot/](https://www.gvltec.edu/aot/).

**Recommended Program Schedule**

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

**Note:** Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AOT 104</td>
<td>Keyboarding and Input Technologies</td>
<td>3</td>
</tr>
<tr>
<td>AOT 162</td>
<td>Basic Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>12</td>
</tr>
</tbody>
</table>

| Second Semester |                              |       |
| IST 226 | Internet Programming          | 3     |
Medical Clerical Certificate in Applied Science

Program Description
This program develops specialized skills needed to become a general office professional in the medical field or other business offices.

Mission Statement
The mission of the Administrative Office Technology program is to provide graduates with the industry desired technical and interpersonal skills to be effective members and leaders of an office team.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED.

Type of Program
Day or evening

Requirements for Completion

• Requires a minimum grade of "C" in all AOT, AHS, HIM and BIO courses.
• Credits earned in AOT programs are accepted for five years. Credits earned prior to the five-year period must be retaken or may be validated by the successful completion of a higher-level course if available.
• Credits earned in this certificate may be applied to other Administrative Office Technology programs.

Employment Opportunities
Doctors’ offices, hospital systems, medical organizations, insurance companies, business and industry

Visit our web page at https://www.gvltec.edu/aot/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOT 104</td>
<td>Keyboarding and Input Technologies</td>
<td>3</td>
</tr>
<tr>
<td>AOT 162</td>
<td>Basic Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>BIO 110</td>
<td>General Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>AHS 102</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>AOT 212</td>
<td>Medical Document Production</td>
<td>3</td>
</tr>
<tr>
<td>AOT 252</td>
<td>Medical Systems &amp; Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AOT 196</td>
<td>Office Confidentiality and Security</td>
<td>3</td>
</tr>
</tbody>
</table>

1 General education course

Computer Technology

Programs

• Cisco Network Administrator Certificate in Applied Science (p. 149)
• Cisco Routing/Network Configuration Certificate in Applied Science (p. 150)
• Computer Technology Associate in Applied Science (p. 151)
• Cybersecurity Certificate in Applied Science (p. 153)
• Microsoft Network Technician Certificate in Applied Science (p. 154)
• Systems Administration Certificate in Applied Science (p. 154)
• Web Programming Certificate in Applied Science (p. 155)

Cisco Network Administrator Certificate in Applied Science

Program Description
This certificate is designed to provide comprehensive training in network administration. Topics include computer network operation, Cisco router configuration, security, maintenance, troubleshooting and computer security.

Mission Statement
The mission of the Cisco Network Administrator Certificate program at Greenville Technical College is to provide students with relevant knowledge and skills required to become Cisco network administrators. The curriculum offers a web-based curriculum that incorporates intensive hands-on labs and performance-based testing and assessment.
Cisco Routing/Network Configuration Certificate in Applied Science

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED

Type of Program
Day or evening

Requirements for Completion
This program requires a minimum grade of “C” in all courses.

Visit our web page at https://www.gvltec.edu/computertechnology/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. However, note that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 257</td>
<td>Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>IST 220</td>
<td>Data Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>6</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IST 110</td>
<td>Introduction to Cyberspace and Cybersecurity</td>
<td>3</td>
</tr>
<tr>
<td>IST 201</td>
<td>Cisco Internetworking Concepts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>6</td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IST 202</td>
<td>Cisco Router Configuration</td>
<td>3</td>
</tr>
<tr>
<td>IST 295</td>
<td>Fundamentals of Voice Over IP</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>6</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IST 203</td>
<td>Advanced Cisco Router Configuration</td>
<td>3</td>
</tr>
<tr>
<td>Technical Elective</td>
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</tr>
<tr>
<td></td>
<td>Total Required Credit Hours</td>
<td>24</td>
</tr>
</tbody>
</table>

Technical Elective
- IST 204 Cisco Troubleshooting
- IST 266 Internet and Firewall Security

Mission Statement
The mission of the Cisco Routing/Network Configuration Certificate program at Greenville Technical College is to provide students with relevant knowledge and skills required to become Cisco network administrators. The curriculum offers a web-based curriculum that incorporates intensive hands-on labs and performance-based testing and assessment.

Entrance Requirements
Acceptable placement test score(s) and high school diploma or GED, plus department head approval based upon documentation of at least two years of network work experience. (High school students who have successfully completed courses at a Cisco local academy may also be eligible.)

Type of Program
Day or evening

Requirements for Completion
- This program requires a minimum grade of “C” in all courses.
- As a Cisco Network Academy, all course materials, including tests, are developed and maintained by Cisco.
- A competency test may be required to waive prerequisite CPT courses where equivalent transfer credits or documented work experience do not exist.
- Credits earned in this program may be applied to other curricula in Computer Technology.

Employment Opportunities
Information technology, insurance, manufacturing, retail and service companies that rely on network connectivity to produce products or provide services

Visit our web page at https://www.gvltec.edu/computertechnology/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST 201</td>
<td>Cisco Internetworking Concepts</td>
<td>3</td>
</tr>
<tr>
<td>IST 202</td>
<td>Cisco Router Configuration</td>
<td>3</td>
</tr>
<tr>
<td>IST 203</td>
<td>Advanced Cisco Router Configuration</td>
<td>3</td>
</tr>
<tr>
<td>IST 204</td>
<td>Cisco Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Required Credit Hours</td>
<td>12</td>
</tr>
</tbody>
</table>
Computer Technology Associate in Applied Science

Program Description
The Associate in Applied Science Computer Technology degree program prepares students for entry-level computer technology positions. Emphasis throughout the program’s duration is placed on effective computer and communication skills.

The Computer Technology Associate in Applied Science degree allows students to select one of the following concentrations. Students will be awarded one degree in one of the four concentrations.

- The Cybersecurity Concentration trains students how to protect and defend computer systems, networks, programs and databases against cyber-attacks. Emphasis is placed on implementing defensive tools to prevent cyber-attacks, learning how to simulate attacks to defend against them, and in the event of a successful attack, knowing how to recognize the effects and repair the damage as quickly as possible.
- The Network Administration Concentration trains students in computer technical support, router configuration and security, network systems administration, Voice over IP (VoIP) and network security.
- The Programming Concentration trains students to design and develop web applications using object-oriented languages and databases, including Python, Microsoft C#, SQL, ASP.NET, Java, HTML5, CSS, JavaScript and PHP.
- The Systems Administration Concentration trains students to install, configure, secure and maintain computer hardware including data center servers and business workstations using Microsoft and Linux operating systems, as well as cloud technologies used for virtualization and data center management.

Mission Statement
The Computer Technology program at Greenville Technical College offers a solid foundation to prepare students for an entry-level position in the field of information technology. Typical jobs may include network systems administrator, support specialist, network operations analyst, IT help desk support, computer programming and web developer. Our certificate programs provide areas for specialization or a skills update for veterans of the field.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED

Type of Program
Day, evening or online

Requirements for Completion
This program requires a minimum grade of “C” in all CPT and IST courses.

Employment Opportunities
Technology services companies, internet service providers, insurance companies, hospitals, manufacturing firms, software development companies and other business and industry.

Visit our web page at https://www.gvltec.edu/computertechnology/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

Cybersecurity Concentration
Recommended Program Schedule

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>CPT 113</td>
<td>Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CPT 257</td>
<td>Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 103</td>
<td>Quantitative Reasoning</td>
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<tr>
<td>MAT 109</td>
<td>College Algebra with Modeling</td>
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<td>Higher college transferable math</td>
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<td>Total Semester Hours</td>
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Second Semester

<table>
<thead>
<tr>
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<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST 220</td>
<td>Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>CPT 168</td>
<td>Programming Logic and Design</td>
<td>3</td>
</tr>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CPT 209</td>
<td>Computer Systems Management</td>
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<td>Total Semester Hours</td>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST 110</td>
<td>Introduction to Cyberspace and Cybersecurity</td>
<td>3</td>
</tr>
<tr>
<td>IST 266</td>
<td>Internet and Firewall Security</td>
<td>3</td>
</tr>
<tr>
<td>IST 190</td>
<td>LINUX Essentials</td>
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<td>Total Semester Hours</td>
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Fourth Semester

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<tr>
<th>Course</th>
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<tr>
<td>IST 267</td>
<td>Network Vulnerability Assessment</td>
<td>3</td>
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<tr>
<td>IST 272</td>
<td>Relational Database</td>
<td>3</td>
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<tr>
<td>IST 291</td>
<td>Fundamentals of Network Security</td>
<td>3</td>
</tr>
<tr>
<td>IST 293</td>
<td>IT and Data Assurance I</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
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<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
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<tr>
<td>SPC 208</td>
<td>Intercultural Communication</td>
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<td>SPC 209</td>
<td>Interpersonal Communication</td>
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Fifth Semester

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<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST 292</td>
<td>Fundamentals of Network Security II</td>
<td>3</td>
</tr>
<tr>
<td>IST 294</td>
<td>IT and Data Assurance II</td>
<td>3</td>
</tr>
<tr>
<td>CPT 264</td>
<td>Systems &amp; Procedures</td>
<td>3</td>
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<tr>
<td>Social Science Elective</td>
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### Sixth Semester

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<th>Course</th>
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<th>Hours</th>
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<tbody>
<tr>
<td>CPT 267</td>
<td>Technical Support Concepts</td>
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</tr>
<tr>
<td>CPT 275</td>
<td>Computer Technology Senior Project</td>
<td>3</td>
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<tr>
<td>Humanities/Fine Arts Elective</td>
<td></td>
<td>3</td>
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</tbody>
</table>

Total Semester Hours: 9
Total Required Credit Hours: 72

1 Preferred course

1

#### Network Administration Concentration

**Recommended Program Schedule**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 267</td>
<td>3</td>
</tr>
<tr>
<td>CPT 275</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Hours: 9
Total Required Credit Hours: 72

2 Technical Electives:
- CPT 230 C# Programming I (3-0-3)
- IST 190 LINUX Essentials (3-0-3)
- IST 226 Internet Programming (3-0-3)
- IST 257 LAN Network Server Technologies (3-0-3)
- IST 267 Network Vulnerability Assessment (3-0-3)
- IST 278 Database Programming (3-0-3)
- IST 291 Fundamentals of Network Security (3-0-3)
- IST 293 IT and Data Assurance I (3-0-3)

### Programming Concentration

**Recommended Program Schedule**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CPT 230</td>
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</tr>
<tr>
<td>CPT 236</td>
<td>3</td>
</tr>
<tr>
<td>CPT 267</td>
<td>3</td>
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</tbody>
</table>

Total Semester Hours: 9
Total Required Credit Hours: 72

2 Technical Electives:
- IST 239 Datum and JavaScript

### Course Title Hours

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 105</td>
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<td>Operating Systems</td>
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</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
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</table>

Select one of the following:
- MAT 120 Probability and Statistics¹
- MAT 103 Quantitative Reasoning
- MAT 109 College Algebra with Modeling

Higher college transferable math

Total Semester Hours: 15

#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST 220</td>
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<td>CPT 168</td>
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<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CPT 209</td>
<td>Computer Systems Management</td>
<td>3</td>
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</tbody>
</table>

Total Semester Hours: 12

#### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST 110</td>
<td>Introduction to Cyberspace and Cybersecurity</td>
<td>3</td>
</tr>
<tr>
<td>IST 201</td>
<td>Cisco Internetworking Concepts</td>
<td>3</td>
</tr>
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</table>

Select one of the following:
- SPC 205 Public Speaking*¹
- SPC 208 Intercultural Communication
- SPC 209 Interpersonal Communication

Total Semester Hours: 9

#### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST 202</td>
<td>Cisco Router Configuration</td>
<td>3</td>
</tr>
<tr>
<td>IST 295</td>
<td>Fundamentals of Voice Over IP (VoIP)</td>
<td>3</td>
</tr>
<tr>
<td>IST 266</td>
<td>Internet and Firewall Security</td>
<td>3</td>
</tr>
<tr>
<td>IST 272</td>
<td>Relational Database</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td></td>
<td>3</td>
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</table>

Total Semester Hours: 15

#### Fifth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST 203</td>
<td>Advanced Cisco Router Configuration</td>
<td>3</td>
</tr>
<tr>
<td>Technical Elective ²</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CPT 264</td>
<td>Systems &amp; Procedures</td>
<td>3</td>
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<tr>
<td>Humanities/Fine Arts Elective</td>
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Total Semester Hours: 12

#### Sixth Semester

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<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST 204</td>
<td>Cisco Troubleshooting</td>
<td>3</td>
</tr>
</tbody>
</table>
Systems Administration Concentration

Recommended Program Schedule

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
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</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
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<td>Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
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</tr>
<tr>
<td>Select one of the following:</td>
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<td></td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics*</td>
<td>3</td>
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<tr>
<td>MAT 103</td>
<td>Quantitative Reasoning</td>
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</tr>
<tr>
<td>Higher college transferable math</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Semester Hours</td>
<td>15</td>
<td></td>
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</tbody>
</table>

| Second Semester |                                               |       |
| IST 220         | Data Communications                           | 3     |
| CPT 168         | Programming Logic and Design                  | 3     |
| CPT 170         | Microcomputer Applications                    | 3     |
| CPT 209         | Computer Systems Management                   | 3     |
| Total Semester Hours                                                                     | 12    |

| Third Semester |                                               |       |
| IST 110        | Introduction to Cyberspace and Cybersecurity  | 3     |
| IST 190        | LINUX Essentials                               | 3     |
| Select one of the following:                                                             |       |
| SPC 205        | Public Speaking*                               | 1     |
| SPC 208        | Intercultural Communication                   |       |
| Total Semester Hours                                                                     | 9     |

1 Preferred course
2 Technical Electives:
   • IST 190 LINUX Essentials
   • IST 201 Cisco Internetworking Concepts
   • IST 257 LAN Network Server Technologies
   • IST 266 Internet and Firewall Security
   • IST 293 IT and Data Assurance I
   • CPT 283 PHP Programming I

Cybersecurity Certificate in Applied Science

Program Description

This certificate is designed to provide comprehensive training in computer, network, software and data cybersecurity. Topics include penetration testing, ethical hacking and security analysis.

Mission Statement

The Certificate in Applied Science in Cybersecurity program teaches students how to protect and defend computer systems, networks, programs and databases against cyber attacks. Emphasis throughout the program is placed on implementing defensive tools to prevent cyber attacks, learning how to simulate attacks in order to defend against them, and in the event of a successful attack, knowing how to recognize the effects and repair the damage as quickly as possible.

Entrance Requirements

Acceptable placement test score(s), plus high school diploma or GED
Type of Program
Day or evening

Requirements for Completion
This program requires a minimum grade of “C” in all courses.

Visit our web page at https://www.gvltec.edu/computertechnology/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

### Course Title Hours

**First Semester**
- CPT 257 Operating Systems 3
- IST 220 Data Communications 3
- Total Semester Hours 6

**Second Semester**
- IST 110 Introduction to Cyberspace and Cybersecurity 3
- IST 190 LINUX Essentials 3
- IST 266 Internet and Firewall Security 3
- Total Semester Hours 9

**Third Semester**
- IST 257 LAN Network Server Technologies 3
- IST 267 Network Vulnerability Assessment 3
- IST 293 IT and Data Assurance I 3
- Total Semester Hours 9

**Fourth Semester**
- CPT 209 Computer Systems Management 3
- CPT 257 Operating Systems 3
- Total Semester Hours 9

**Total Required Credit Hours** 24

Microsoft Network Technician Certificate in Applied Science

Program Description
The program is designed to provide students with technical abilities in the areas of network administration and support. Students will become knowledgeable of the various network media types, topologies, protocols and standards. Courses will provide students with entry-level skills necessary to help manage and troubleshoot system environments that are running on the Microsoft Windows network operating system.

The courses in this program will prepare students for the CompTIA A+ and Network + certification exams as well as several Microsoft certification exams including the Microsoft Certified Systems Administrator (MSCA) and Microsoft Certified Desktop Support Technician (MCDST) exams.

Mission Statement
The mission of the Microsoft Network Technician Certificate program at Greenville Technical College is to provide students with the skills required to successfully implement, manage and troubleshoot Microsoft Desktop and Server operating systems.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED

Type of Program
Day, evening or online

Requirements for Completion
This program requires a minimum grade of “C” in all courses.

Visit our web page at https://www.gvltec.edu/computertechnology/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

### Course Title Hours

**First Semester**
- IST 220 Data Communications 3
- CPT 209 Computer Systems Management 3
- CPT 257 Operating Systems 3
- Total Semester Hours 9

**Second Semester**
- IST 110 Introduction to Cyberspace and Cybersecurity 3
- IST 257 LAN Network Server Technologies 3
- Total Semester Hours 6

**Third Semester**
- IST 292 Fundamentals of Network Security II 3
- IST 294 IT and Data Assurance II 3
- Select one of the following Technical Electives: 3
- IST 257 LAN Network Server Technologies 3
- IST 191 LINUX Administration 3
- Total Semester Hours 9

**Fourth Semester**
- IST 220 Data Communications 3
- CPT 209 Computer Systems Management 3
- CPT 257 Operating Systems 3
- Total Semester Hours 9

**Total Required Credit Hours** 24

Systems Administration Certificate in Applied Science

Program Description
This certificate is designed to provide comprehensive training in computer systems administration. Topics include computer network operation, Microsoft Server and Active Directory, Linux administration, cloud computing and computer security.
Mission Statement
The mission of the Systems Administration Certificate program at Greenville Technical College is to provide students with relevant knowledge and skills required to become Microsoft Windows Server and Linux Server administrators. The curriculum offers a web-based and traditional curriculum that incorporates intensive hands-on labs and performance-based testing and assessment.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED

Type of Program
Day or evening

Requirements for Completion
This program requires a minimum grade of “C” in all courses.

Visit our web page at https://www.gvltec.edu/computertechnology/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
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<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
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<tr>
<td>CPT 257</td>
<td>Operating Systems</td>
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<td>IST 220</td>
<td>Data Communications</td>
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<tr>
<td>Second Semester</td>
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</tr>
<tr>
<td>IST 110</td>
<td>Introduction to Cyberspace and Cybersecurity</td>
<td>3</td>
</tr>
<tr>
<td>IST 190</td>
<td>LINUX Essentials</td>
<td>3</td>
</tr>
<tr>
<td>IST 257</td>
<td>LAN Network Server Technologies</td>
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<tr>
<td>Total Semester Hours</td>
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</tr>
<tr>
<td>Third Semester</td>
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<td></td>
</tr>
<tr>
<td>IST 191</td>
<td>LINUX Administration</td>
<td>3</td>
</tr>
<tr>
<td>IST 198</td>
<td>Cloud Essentials</td>
<td>3</td>
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<tr>
<td>IST 258</td>
<td>LAN Directory Services</td>
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<tr>
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<tr>
<td>Total Required Credit Hours</td>
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</tbody>
</table>

Web Programming Certificate in Applied Science

Program Description
This certificate is designed to provide comprehensive training in web programming, backend programming of web servers and programming database servers. Topics include HTML5 and CSS3, Microsoft C#, Active Server Pages, SQL database programming and JavaScript.

Mission Statement
The Certificate in Applied Science-Web Programming certificate teaches students how to program with Python, HTML, CSS, JavaScript, Microsoft C#, ASP.NET and Microsoft SQL (Structured Query Language). Emphasis throughout the program is placed on the development of dynamic, professional and secure web applications.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED

Type of Program
Day, evening or online

Requirements for Completion
This program requires a minimum grade of “C” in all courses.

Visit our web page at https://www.gvltec.edu/computertechnology/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

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<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 113</td>
<td>Information Systems 1</td>
<td>3</td>
</tr>
<tr>
<td>CPT 257</td>
<td>Operating Systems 1</td>
<td>3</td>
</tr>
<tr>
<td>Total Semester Hours</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 168</td>
<td>Programming Logic and Design</td>
<td>3</td>
</tr>
<tr>
<td>IST 226</td>
<td>Internet Programming</td>
<td>3</td>
</tr>
<tr>
<td>IST 272</td>
<td>Relational Database</td>
<td>3</td>
</tr>
<tr>
<td>Total Semester Hours</td>
<td></td>
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</tr>
<tr>
<td>Third Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 230</td>
<td>C# Programming I</td>
<td>3</td>
</tr>
<tr>
<td>IST 278</td>
<td>Database Programming</td>
<td>3</td>
</tr>
<tr>
<td>Total Semester Hours</td>
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</tr>
<tr>
<td>Fourth Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 231</td>
<td>C# Programming II</td>
<td>3</td>
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<tr>
<td>IST 239</td>
<td>Datum and JavaScript</td>
<td>3</td>
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<td>6</td>
</tr>
<tr>
<td>Total Required Credit Hours</td>
<td></td>
<td>27</td>
</tr>
</tbody>
</table>

1 Prerequisite courses: Prior to enrolling in the Web Programming core courses in the fall semester, students must complete the prerequisites with a grade of “C” or better.
Management Programs

- Management Associate in Applied Science (p. 156)
- Small Business Management/Entrepreneurship Certificate in Applied Science (p. 157)

Human Resource Management Certificate in Applied Science

Program Description
This program will provide the opportunity for students to enhance their skills in the field of human resource management.

Mission Statement
The mission of the Human Resource Management Certificate in Applied Science is to prepare students for an entry-level position in the human resource management field.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED

Type of Program
Available online, partially day and evening

Requirements for Completion
To be eligible for graduation, students must earn a “C” or higher in all courses beginning with a prefix of BUS and MGT.

Visit our web page at https://www.gvltec.edu/management/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
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<td><strong>Total Semester Hours</strong></td>
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</tr>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 210</td>
<td>Employee Selection and Retention</td>
<td>3</td>
</tr>
<tr>
<td>MGT 255</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGT 270</td>
<td>Managerial Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Hours</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 220</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 136</td>
<td>Compensation and Benefits Analysis</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Hours</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**Total Required Credit Hours** 39

1 General education course

Management Associate in Applied Science

Program Description
This program trains students in planning, organizing, leading and controlling techniques and prepares them to fill entry-level managerial positions.

Mission Statement
The mission of the Management program is to provide students with a foundation in management skills that will prepare them for entry-level managerial positions. This is accomplished through a varied curriculum which includes the application of critical thinking, decision-making, leadership skills, professional communication skills and cultural diversity.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED

Type of Program
Day, evening or partially online

Requirements for Completion
• To be eligible for graduation, students must earn a “C” or higher in all courses beginning with a prefix of BUS, LOG and MGT.
• Most courses are a prerequisite for another course in the program. Students must earn a “C” or higher in a prerequisite course before enrolling in higher-level courses. Check the course descriptions in the catalog or with an advisor for additional information.
• MGT 240 Management Decision-Making should be taken in the last semester of the program, as it is the capstone course.

Program Accreditation
This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Employment Opportunities
Industry, restaurants, retail stores, service companies

Visit our web page at https://www.gvltec.edu/management/.
Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

Course Title Hours

First Semester
CPT 170 Microcomputer Applications 3
ENG 101 English Composition I* 3
MAT 120 Probability and Statistics* (or higher math) 3
MKT 101 Marketing 3
COL 105 Freshman Seminar 3
Total Semester Hours 15

Second Semester
ACC 101 Accounting Principles I* 3
Select one of the following: 3
ECO 105 Introduction to Economic Principles 1
ECO 210 Macroeconomics* 1
ECO 211 Microeconomics* 1
ENG 105 Editing Academic Writing 1
MGT 101 Principles of Management 3
SPC 205 Public Speaking* 1 3
Total Semester Hours 13

Third Semester
ACC 102 Accounting Principles II* 3
BUS 121 Business Law I 3
LOG 215 Supply Chain Management 3
Elective (choose from list below) 3-4
Total Semester Hours 12-13

Fourth Semester
BUS 105 Business Economic Applications 3
MGT 120 Small Business Management 3
MGT 201 Human Resource Management 3
CPT 270 Advanced Microcomputer Applications 3
Total Semester Hours 12

Fifth Semester
BUS 250 Introduction to International Business 3
Elective (choose from list below) 3-4
MGT 240 Management Decision-Making 3
MGT 270 Managerial Communications 3
Total Semester Hours 12-13

Total Required Credit Hours 64-66

1 General education course
2 Choose one of the following Humanities Electives:
   • FRE 102 Elementary French II*
   • GER 102 Elementary German II*
   • HSS 295 Leadership Through the Humanities (recommended)
   • HIS 104 World History I
   • HIS 105 World History II
   • HIS 122 History, Technology and Society
   • HIS 202 American History: 1877 to Present 1
   • HSS 105 Technology and Culture
   • PHI 105 Introduction to Logic 1
   • PHI 110 Ethics 1
   • REL 201 Religions of the World
   • SPA 102 Elementary Spanish II*
3 Electives:
   • ACC 245 Accounting Applications
   • BAF 101 Personal Finance
   • BUS 110 Entrepreneurship
   • BUS 136 Compensation and Benefits Analysis
   • BUS 220 Business Ethics
   • BUS 230 Purchasing
   • BUS 270 SCWE in Business
   • CRJ 102 Introduction to Security
   • CWE 111-268 Cooperative Work Experience I-IX
   • ECO 210 Macroeconomics* 1
   • ECO 211 Microeconomics* 1
   • ENG 102 English Composition II*
   • FRE 101 Elementary French I*
   • GEO 102 World Geography*
   • GER 101 Elementary German I*
   • LOG 250 Advanced Global Logistics
   • LOG 260 Processes in Supply Chain Management
   • MGT 210 Employee Selection and Retention
   • MGT 255 Organizational Behavior
   • MKT 111 Media Relations
   • MKT 120 Sales Principles
   • MKT 123 Event Planning and Promotion
   • MKT 130 Customer Service Principles
   • MKT 240 Advertising
   • MKT 245 Promotional Strategies
   • MKT 268 Marketing Research
   • PSC 201 American Government*
   • PSY 201 General Psychology*
   • SOC 101 Introduction to Sociology*
   • SPA 101 Elementary Spanish I*

Small Business Management/Entrepreneurship Certificate in Applied Science

Program Description

This program provides students with the foundation for starting and/or managing a small business.
Mission Statement
The mission of the Small Business Management/Entrepreneurship Certificate in Applied Science is to provide students with the foundation to start and/or manage a small business.

Entrance Requirements
- Acceptable placement test score(s), plus high school diploma or GED
- Basic knowledge of Microsoft Excel is suggested before enrolling in BUS 110 Entrepreneurship and MGT 120 Small Business Management.

Type of Program
Day, evening or partially online

Requirements for Completion
To be eligible for graduation, students must earn a “C” or higher in all courses beginning with a prefix of BUS and MGT.

Employment Opportunities
Small business owners and aspiring entrepreneurs
Visit our web page at https://www.gvltec.edu/management/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>CPT 170 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>MGT 101 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAT 120 Probability and Statistics* (or higher math)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

| **Second Semester** | |
| ACC 101 Accounting Principles I* | 3 |
| BUS 110 Entrepreneurship | 3 |
| BUS 121 Business Law I | 3 |
| MKT 101 Marketing | 3 |
| **Total Semester Hours** | **12** |

| **Third Semester** | |
| ACC 150 Payroll Accounting | 3 |
| Select one of the following: | |
| ECO 105 Introduction to Economic Principles | 3 |
| ECO 210 Macroeconomics* | 3 |
| ECO 211 Microeconomics* | 3 |
| MGT 120 Small Business Management | 3 |
| MGT 201 Human Resource Management | 3 |
| **Total Semester Hours** | **12** |

| **Fourth Semester** | |
| BUS 120 Business Plan | 3 |
| **Total Semester Hours** | **3** |
| **Total Required Credit Hours** | **39** |

1 General education course

Marketing Programs
- Marketing Associate in Applied Science (p. 158)
- Marketing Communications Certificate in Applied Science (p. 159)
- Marketing in the Non-Profit Sector Certificate in Applied Science (p. 160)

Marketing Associate in Applied Science

Program Description
This program prepares students for immediate job functions with a major emphasis on the application of marketing skills in actual work situations.

Mission Statement
The mission of the Marketing Associate Degree program is to provide an enjoyable and rewarding learning experience that positions our marketing students to pursue viable business careers and be well prepared to avail of continued education opportunities.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED

Type of Program
Day, evening or online

Program Accreditation
This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Employment Opportunities
Advertising agencies, business-to-business sales, consumer sales, financial institutions, merchandising, retail stores, service companies, marketing research, tourism, sports marketing, media relations
Visit our web page at https://www.gvltec.edu/marketing/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.
Course Title Hours

First Semester
COL 105 Freshman Seminar 3
ENG 101 English Composition I* 3
MAT 155 Contemporary Mathematics (or higher college math) 3
MKT 101 Marketing 3
Total Semester Hours 12

Second Semester
CPT 170 Microcomputer Applications 3
MKT 130 Customer Service Principles 3
SPC 205 Public Speaking* 3
MGT 101 Principles of Management 3
Total Semester Hours 12

Third Semester
ACC 101 Accounting Principles I* 3
MKT 120 Sales Principles 3
MKT 240 Advertising 3
Select one of the following:
ECO 105 Introduction to Economic Principles 3
ECO 210 Macroeconomics* 3
ECO 211 Microeconomics* 3
Total Semester Hours 12

Fourth Semester
MKT 245 Promotional Strategies 3
MKT 123 Event Planning and Promotion 3
or MKT 111 Media Relations 3
BUS 121 Business Law I 3
Humanities/Fine Arts Elective 3-4
Total Semester Hours 12-13

Fifth Semester
MKT 268 Marketing Research 3
MKT 260 Marketing Management 3
Elective (choose from list below) 2
Elective (choose from list below) 2 3
Total Semester Hours 12

Total Required Credit Hours 60-61

1 General education course
2 Electives:
- ARV 110 Computer Graphics I
- ARV 121 Design
- BAF 101 Personal Finance
- BUS 110 Entrepreneurship
- BUS 220 Business Ethics
- BUS 250 Introduction to International Business
- BUS 270 SCWE in Business
- ECO 210 Macroeconomics*
- ECO 211 Microeconomics*
- ENG 102 English Composition II*
- HSS 295 Leadership Through the Humanities
- LOG 215 Supply Chain Management
- MAT 120 Probability and Statistics*
- MGT 120 Small Business Management
- MGT 201 Human Resource Management
- MGT 270 Managerial Communications
- MKT 111 Media Relations
- MKT 123 Event Planning and Promotion
- PSY 201 General Psychology*
- SOC 101 Introduction to Sociology*
- SPA 101 Elementary Spanish I*

Marketing Communications Certificate in Applied Science

Program Description
The purpose of this certificate is to provide students with a basic understanding of marketing. All courses in this certificate apply to the Marketing Associate in Applied Science degree.

Mission Statement
The mission of the Marketing Communications certificate program is to provide students with a basic and practical introduction to the concept of marketing that will enhance their career opportunities and facilitate the pursuance of additional degree programs.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED

Type of Program
Day, evening or online

Employment Opportunities
Advertising agencies, business-to-business sales, consumer sales, financial institutions, merchandising, retail stores, service industry

Visit our web page at https://www.gvltec.edu/marketing/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.
Marketing in the Non-Profit Sector Certificate in Applied Science

Program Description
This program will prepare students for a business career as a director or marketing specialist in the non-profit service sector. All courses in this certificate apply to the Marketing Associate in Applied Science degree.

Mission Statement
The mission of the Marketing in the Non-Profit Sector certificate is to provide students an opportunity to pursue career positions in the non-profit marketing and business sector.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED

Type of Program
Day, evening or online

Employment Opportunities
Non-profit organizations, event planning, government agencies and political campaigns

Visit our web page at https://www.gvltec.edu/marketing/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>MKT 120</td>
<td>Sales Principles</td>
<td>3</td>
</tr>
<tr>
<td>MKT 123</td>
<td>Event Planning and Promotion</td>
<td>3</td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 111</td>
<td>Media Relations</td>
<td>3</td>
</tr>
<tr>
<td>MKT 245</td>
<td>Promotional Strategies</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Credit Hours: 18

Supply Chain Management Programs

- Supply Chain Management Associate in Applied Science (p. 161)

Enterprise Resource Planning Certificate in Applied Science

Program Description
This program will apply and demonstrate business process integration using Systems, Applications and Products in Data Processing (SAP). All courses in this certificate apply to the Supply Chain Management Associate in Applied Science degree.

Mission Statement
The mission of the Enterprise Resource Planning certificate is to provide graduates with the skills and knowledge required by business and industry to perform the many and varied functions required by manufacturers, industry, health care, etc. This program prepares students for a career in supply chain management, logistics, purchasing, etc.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED

Type of Program
Day, evening and partially online

Requirements for Completion
To be eligible for graduation, students must earn a grade of "C" or higher in all courses.

Employment Opportunities
Manufacturing and service industries, hospital systems, governmental agencies

Visit our web page at https://www.gvltec.edu/supplychain/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.
Supply Chain Management Associate in Applied Science

Program Description
This program concentrates on multiple aspects of the supply chain management process and its role in adding value and providing a competitive advantage for organizations.

Mission Statement
The mission of the Supply Chain Management program is to prepare students for an entry-level position in the supply chain management field.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED

Type of Program
Day, evening and partially online

Requirements for Completion
To be eligible for graduation, students must earn a "C" or higher in all courses beginning with a prefix of BUS, LOG, MGT and MMT.

Program Accreditation
This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Employment Opportunities
Manufacturing and service industries, hospital systems, governmental agencies

Visit our web page at https://www.gvltec.edu/supplychain/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester.

Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I* 1</td>
<td>3</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics* (or higher math) 1</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>Total Semester Hours</td>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I* 1</td>
<td>3</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics* (or higher math) 1</td>
<td>3</td>
</tr>
<tr>
<td>CPT 270</td>
<td>Advanced Microcomputer Applications</td>
<td>3</td>
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<tr>
<td>Select one of the following: 3</td>
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<td></td>
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<tr>
<td>ECO 105</td>
<td>Introduction to Economic Principles 12</td>
<td>1</td>
</tr>
<tr>
<td>ECO 210</td>
<td>Macroeconomics* 1</td>
<td>1</td>
</tr>
<tr>
<td>ECO 211</td>
<td>Microeconomics* (most recommended) 1</td>
<td>1</td>
</tr>
<tr>
<td>LOG 215</td>
<td>Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective</td>
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<tr>
<td>Total Semester Hours</td>
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<td>18</td>
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</tbody>
</table>

1 General education course
2 Not transferable to 4-year college
3 Choose one of the following Humanities Electives:
   • FRE 102 Elementary French II*
   • GER 102 Elementary German II*
   • HSS 295 Leadership Through the Humanities (recommended)
   • HIS 105 World History II
   • HIS 122 History, Technology and Society
   • HIS 202 American History: 1877 to Present 1
   • PHI 105 Introduction to Logic 4
   • PHI 110 Ethics 3
   • REL 201 Religions of the World
   • SPA 102 Elementary Spanish II*
4 Offered in the fall semester online

First Semester
- CPT 170 Microcomputer Applications 3
- ENG 101 English Composition I* 3
- MAT 120 Probability and Statistics* (or higher math) 1 3
- COL 105 Freshman Seminar 3
- Total Semester Hours 12

Second Semester
- MGT 101 Principles of Management 3
- ACC 101 Accounting Principles I* 3
- CPT 270 Advanced Microcomputer Applications 3
- Select one of the following: 3
- ECO 105 Introduction to Economic Principles 12 1
- ECO 210 Macroeconomics* 1 1
- ECO 211 Microeconomics* (most recommended) 1 1
- LOG 215 Supply Chain Management 3
- Humanities elective 3 3
- Total Semester Hours 18

Third Semester
- BUS 105 Business Economic Applications 3
- SPC 205 Public Speaking* 1 3
- MKT 101 Marketing 3
- Total Semester Hours 9

Fourth Semester
- LOG 240 Purchasing Logistics 4 3
- LOG 245 Production Planning Processes 4 3
- LOG 250 Advanced Global Logistics 3
- Elective 6 3
- Total Semester Hours 12

Fifth Semester
- BUS 121 Business Law I 3
- LOG 260 Processes in Supply Chain Management 5 3
- BUS 230 Purchasing 5 3
- Total Semester Hours 9

Total Required Credit Hours 60
Offered in the spring semester evenings

Approved Electives

- ACC 102 Accounting Principles II*
- BAF 101 Personal Finance
- BUS 220 Business Ethics
- BUS 250 Introduction to International Business
- BUS 270 SCWE in Business
- CWE 111-268 Cooperative Work Experience
- ECO 210 Macroeconomics*
- ECO 211 Microeconomics*
- FRE 101 Elementary French I*
- GER 101 Elementary German I*
- MGT 201 Human Resource Management
- MGT 270 Managerial Communications
- SPA 101 Elementary Spanish I*
SCHOOL OF EDUCATION & PROFESSIONAL STUDIES

The School of Education & Professional Studies at Greenville Technical College provides classes for over 1000 credit and non-credit students annually to include dual-enrolled high school students. The School offers the Associate in Applied Science Degree and Certificate in Applied Science credentials. The school houses six departments:

- Cosmetology
- Criminal Justice
- Culinary Arts/Sustainable Agriculture
- Early Care & Education
- Human Services
- Paralegal Studies

Uniquely, the School offers many experiential learning opportunities for students to practice and serve the general public through its cosmetology clinic, Child Development Center and culinary lunch offerings and continuing education training through the Center for Culinary and Hospitality Innovation. The Culinary Arts associate degree with an emphasis in Culinary Arts Technology is accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). The Early Care and Education associate degree and the Child Development Center are accredited by the National Association for the Education of Young Children (NAEYC). The Paralegal Studies program is approved by the American Bar Association.

Associate Degrees

- Criminal Justice Technology Associate in Applied Science (p. 165)
- Culinary Arts Technology Associate in Applied Science (p. 167)
- Early Care and Education Associate in Applied Science (p. 170)
- General Technology Associate in Applied Science Cosmetology, Marketing and Business Management Entrepreneurship Emphasis (p. 164)
- General Technology Associate in Applied Science Sustainable Agriculture and Small Business Management/Entrepreneurship Career Path (p. 168)
- Human Services Associate in Applied Science (p. 173)
- Paralegal Associate in Applied Science (p. 174)

Certificates

- Baking and Pastry Arts Certificate in Applied Science (p. 166)
- Child Care Assistant Certificate in Applied Science (p. 170)
- Cosmetology Certificate in Applied Science (p. 163)
- Culinary Education Certificate in Applied Science (p. 168)
- Early Childhood Development Certificate in Applied Science (p. 171)
- Early Childhood Special Education Certificate in Applied Science (p. 172)
- Esthetics Certificate in Applied Science (p. 164)
- Sustainable Agriculture Certificate in Applied Science (p. 169)

Visit our web page at https://www.gvltec.edu/education-professional-studies/.

Cosmetology

Programs

- Cosmetology Certificate in Applied Science (p. 163)
- Esthetics Certificate in Applied Science (p. 164)
- General Technology Associate in Applied Science Cosmetology, Marketing and Business Management Entrepreneurship Emphasis (p. 164)

Cosmetology Certificate in Applied Science

1500 Clock Hours

Program Description

This program will provide entry-level training in the field of Cosmetology and is designed to provide the knowledge and skills for the graduate to pass the South Carolina State Board of Cosmetology examination.

Entrance Requirements

Acceptable placement test score(s); plus high school diploma or GED

Type of Program

Day

Requirements for Completion

All courses must be passed with a grade of "C" or better to sit for the South Carolina State Board of Cosmetology.

Employment Opportunities

Salon stylist; editorial or session stylist; educator; stylist for film, TV or theater; product development; retail; management

- Must pass the South Carolina State Board of Cosmetology to work as a cosmetologist

Visit our web page at https://www.gvltec.edu/cosmetology/.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 101</td>
<td>Fundamentals of Cosmetology (150 Clock Hours)</td>
<td>3</td>
</tr>
<tr>
<td>COS 114</td>
<td>Hair Shaping (150 Clock Hours)</td>
<td>4</td>
</tr>
<tr>
<td>COS 120</td>
<td>Manikin Practice (150 Clock Hours)</td>
<td>3</td>
</tr>
<tr>
<td>COS 201</td>
<td>Salon Management (75 Clock Hours)</td>
<td>3</td>
</tr>
</tbody>
</table>

Visit our web page at https://www.gvltec.edu/education-professional-studies/.
Note: These courses are prerequisites to all other COS courses and must successfully be completed before taking any other COS course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 151</td>
<td>Dermatology (75 Clock hours)</td>
<td>3</td>
</tr>
<tr>
<td>COS 156</td>
<td>Fundamentals of Massage (90 Clock hours)</td>
<td>2</td>
</tr>
<tr>
<td>COS 221</td>
<td>Facial Practice I (90 Clock hours)</td>
<td>2</td>
</tr>
<tr>
<td>COS 165</td>
<td>Business Practice (105 Clock hours)</td>
<td>3</td>
</tr>
<tr>
<td>COS 223</td>
<td>Facial Practice II (90 Clock hours)</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Required Credit Hours 34

Esthetics Certificate in Applied Science

450 Clock Hours

Program Description
Providing individualized instruction and focused training in technical, business, communication and service skills to prepare students in the field of Esthetics by exceeding the standards set by the state of South Carolina. The department educates students so that they demonstrate the professionalism necessary to gain and maintain employment.

Entrance Requirements
Acceptable placement test score(s); plus high school diploma or GED

Type of Program
Day

Program may be entered during fall or spring semester.

Requirements for Completion
All courses must be completed with a grade of “C” or better to sit for the South Carolina State Board of Cosmetology.

Employment opportunities
Spa, beauty salon, dermatologist office

• Must pass the South Carolina State Board of Cosmetology to work as an esthetician.

Visit our web page at https://www.gvltec.edu/cosmetology/.

Recommended Program Schedule
Listed below is the ideal grouping of courses, which are designed to be taken together as a full-time schedule, offered fall and spring semesters. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 108</td>
<td>Nail Care (105 Clock Hours)</td>
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</tr>
<tr>
<td>COS 110</td>
<td>Scalp and Hair Care (150 Clock Hours)</td>
<td>3</td>
</tr>
<tr>
<td>COS 206</td>
<td>Chemical Hair Waving (150 Clock Hours)</td>
<td>3</td>
</tr>
<tr>
<td>COS 210</td>
<td>Hair Coloring (150 Clock Hours)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Hours 13

Second Semester

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 106</td>
<td>Facials and Makeup (105 Clock Hours)</td>
<td>3</td>
</tr>
<tr>
<td>COS 220</td>
<td>Cosmetology Clinical Practice I (150 Clock Hours)</td>
<td>3</td>
</tr>
<tr>
<td>COS 222</td>
<td>Cosmetology Clinical Practice II (150 Clock Hours)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Hours 12

Total Required Credit Hours 34

General Technology Associate in Applied Science Cosmetology, Marketing and Business Management Entrepreneurship Emphasis

Federal Financial Aid is available for the General Technology degree

Program Description
This degree will prepare students in the field of cosmetology by exceeding the standards set by the state of South Carolina and providing individualized instruction and focused training in technical, business, communication and service skills. The business component of this degree delivers an emphasis on entrepreneurship and salon management.

Entrance Requirements
Acceptable placement test score(s)

Note: Students must meet with the academic program director for the Cosmetology program to determine a specific roadmap for completion.

Type of Program
Day

Requirements for Completion
A grade of “C” or higher in all courses is required.

Employment Opportunities
Salon stylist; editorial or session stylist; educator; stylist for film, TV or theater; product development; retail; management

• Must pass the South Carolina State Board of Cosmetology to work as a cosmetologist.

Visit our web page at https://www.gvltec.edu/cosmetology/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.
Criminal Justice Technology

Programs

- Criminal Justice Technology Associate in Applied Science (p. 165)

Criminal Justice Technology Associate in Applied Science

Program Description

The Criminal Justice Technology program is designed to provide students with a strong academic foundation in the Criminal Justice System for entry-level positions in a variety of career fields. This program is both theoretical and practical and pertains to all areas of the criminal justice profession.

Please be aware that jobs in this field often require a criminal background check. If you have any questions, please see a faculty member in the department before enrolling in this program.

Mission Statement

The mission of GTC's Criminal Justice program is to provide quality education for its students to become competent employees in various entry-level positions relevant to criminal justice. The Department seeks to provide students the tools to work effectively, advance their chosen career and maintain high ethical standards in their professions.

Entrance Requirements

Acceptable placement test score(s)

Type of Program

Day, evening and online (limited)

Requirements for Completion

All criminal justice courses must be completed with a “C” or better in order to count toward graduation, even if the course is not a prerequisite for another.

Employment Opportunities

Law enforcement agencies, corrections, detention centers, private investigation, corporate and industrial security, rehabilitation and juvenile justice agencies

Visit our web page at https://www.gvltec.edu/criminaljustice/.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COS 101</td>
<td>Fundamentals of Cosmetology</td>
<td>3</td>
</tr>
<tr>
<td>COS 120</td>
<td>Manikin Practice</td>
<td>3</td>
</tr>
<tr>
<td>COS 201</td>
<td>Salon Management</td>
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</tr>
<tr>
<td>COS 114</td>
<td>Hair Shaping</td>
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<tr>
<td>Note:</td>
<td>These courses are prerequisites to all other COS courses and must successfully be completed before taking any other COS course.</td>
<td></td>
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<tr>
<td></td>
<td>Total Semester Hours</td>
<td>13</td>
</tr>
<tr>
<td>Second Semester</td>
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<tr>
<td>COS 110</td>
<td>Scalp and Hair Care</td>
<td>3</td>
</tr>
<tr>
<td>COS 206</td>
<td>Chemical Hair Waving</td>
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<td>COS 210</td>
<td>Hair Coloring</td>
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</tr>
<tr>
<td>COS 108</td>
<td>Nail Care</td>
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<td>Total Semester Hours</td>
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</tr>
<tr>
<td>Third Semester</td>
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</tr>
<tr>
<td>COS 106</td>
<td>Facials and Makeup</td>
<td>3</td>
</tr>
<tr>
<td>COS 220</td>
<td>Cosmetology Clinical Practice I</td>
<td>3</td>
</tr>
<tr>
<td>COS 222</td>
<td>Cosmetology Clinical Practice II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 165</td>
<td>Professional Communications</td>
<td>3</td>
</tr>
<tr>
<td>or ENG 101</td>
<td>English Composition I*</td>
<td></td>
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<tr>
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<td>Total Semester Hours</td>
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</tr>
<tr>
<td>Fourth Semester</td>
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<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>ART 101</td>
<td>Art History and Appreciation*</td>
<td>3</td>
</tr>
<tr>
<td>or THE 101</td>
<td>Introduction to Theatre*</td>
<td></td>
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<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
<td>3</td>
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<tr>
<td>PSY 103</td>
<td>Human Relations</td>
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<tr>
<td>Fifth Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 101</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 120</td>
<td>Sales Principles</td>
<td>3</td>
</tr>
<tr>
<td>MKT 130</td>
<td>Customer Service Principles</td>
<td>3</td>
</tr>
<tr>
<td>BAF 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
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<td></td>
<td>Total Required Credit Hours</td>
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</tbody>
</table>
SOC 101 Introduction to Sociology  
3

Total Semester Hours 15

Third Semester
CRJ 125 Criminology 3
CRJ 230 Criminal Investigation I 3
CRJ 236 Criminal Evidence 3
CRJ 210 The Juvenile and the Law 3
SPC 205 Public Speaking 3

Total Semester Hours 15

Fourth Semester
CRJ 130 Police Administration 3
CRJ 222 Ethics in Criminal Justice 3
CRJ 242 Correctional Systems 3
Humanities Elective  
1,2 3-4
CRJ Elective 3 3

Total Semester Hours 15-16
Total Required Credit Hours 60-61

1 General education course
2 Humanities Electives:
   • HIS 202 American History: 1877 to Present*
   • HSS 295 Leadership Through the Humanities
   • PHI 105 Introduction to Logic*
   • PHI 110 Ethics*
   • REL 201 Religions of the World
   • SPA 102 Elementary Spanish II*
3 CRJ Electives:
   • CRJ 233 Cyber Crimes and the Law
   • CRJ 235 Practical Crime Scene Investigations
   • CRJ 250 Criminal Justice Internship I

Mission Statement
The Culinary Institute of the Carolinas at Greenville Technical College is dedicated to providing the region’s best professional culinary education. Excellence, leadership, professionalism, ethics and respect for diversity are the core values that guide our efforts. We teach our students the general knowledge and specific skills necessary to live successful lives and to grow into positions of influence and leadership in their chosen profession.

Entrance Requirements
Acceptable placement test score(s)

Type of Program
Day

Requirements for Completion
A grade of “C” or higher in all courses is required.

Employment Opportunities
Restaurants, catering businesses, self-employment, private clubs, hotels and bakeries

Visit our web page at https://www.gvltec.edu/culinary_institute/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BKP 120</td>
<td>Bakeshop Production</td>
<td>3</td>
</tr>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CUL 155</td>
<td>Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>HOS 160</td>
<td>Purchasing for Hospitality</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>12</td>
</tr>
<tr>
<td>BKP 121</td>
<td>Cake Decorating and Finishing Techniques</td>
<td>3</td>
</tr>
<tr>
<td>BKP 182</td>
<td>Artisan Breads</td>
<td>3</td>
</tr>
<tr>
<td>HOS 171</td>
<td>Food and Beverage Controls</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
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</tr>
<tr>
<td>BKP 183</td>
<td>Plated Desserts</td>
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</tr>
<tr>
<td>BKP 220</td>
<td>Advanced Bakeshop</td>
<td>3</td>
</tr>
<tr>
<td>HOS 256</td>
<td>Hospitality Management Concepts</td>
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<tr>
<td></td>
<td>Total Semester Hours</td>
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<td>Total Required Credit Hours</td>
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</table>

Culinary Arts

Programs
• Baking and Pastry Arts Certificate in Applied Science (p. 166)
• Culinary Arts Technology Associate in Applied Science (p. 167)
• Culinary Education Certificate in Applied Science (p. 168)
• General Technology Associate in Applied Science Sustainable Agriculture and Small Business Management/Entrepreneurship Career Path (p. 168)
• Sustainable Agriculture Certificate in Applied Science (p. 169)

Baking and Pastry Arts Certificate in Applied Science

Program Description
This program provides students with a certificate dedicated to the skills required for employment within a confectionary setting, including restaurants, hotels, clubs and retail bakeries. Credits earned in this program may be applied to other curricula offered by the department to include Culinary Arts Technology.
Culinary Arts Technology Associate in Applied Science

Program Description
Students entering the Culinary Arts Technology Associate in Applied Science Degree program will choose one of two options: Culinary Arts or Baking and Pastry Arts Concentration. Outside of the degree options, certificates are also available in each of these specialty areas.

- **The Culinary Arts Concentration** trains students in basic skills, methods and techniques applicable to all aspects of food preparation. This program is designed to provide students the skills enabling them to obtain a position in the food production industry including, but not limited to, a la carte service, catering, buffet preparation and plating. This concentration teaches the art of professional food preparation and enables graduates to advance into executive industry roles. Other areas of focus include food and beverage management, purchasing, sanitation, marketing cost control, law and nutrition.

- **The Baking and Pastry Arts Concentration** trains students in basic cooking methods and techniques with a stronger concentration of baking and pastry. Students develop skills including baking breads, cakes, cookies, pies, tarts and the art of presentation. This concentration includes instruction in sugar work and chocolate work, enabling graduates to excel in industry positions such as bakers, decorators and pastry chefs. Other areas of focus include food and beverage management, purchasing, sanitation, marketing cost control, law and nutrition.

Mission Statement
The Culinary Institute of the Carolinas at Greenville Technical College is dedicated to providing the region's best professional culinary education guided by our core values of excellence, leadership, professionalism, ethics and respect for diversity. We teach our students the general knowledge and specific skills necessary to live successful lives and to grow into positions of influence and leadership in their chosen profession.

Entrance Requirements
Acceptable placement test score(s)

Type of Program
Day

Requirements for Completion
- A grade of “C” or higher in all program courses is required.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 170 Microcomputer Applications or by passing the exemption exam at a cost to be assessed by the college.

Program Accreditation
The Culinary Arts concentration is an accredited program by the American Culinary Federation Educational Foundation Accrediting Commission (ACFEFAC). Graduates are eligible for the Certified Culinary designation, which can lead to sous chef, lead line chef, lead line supervisor or executive chef positions.

Employment Opportunities
Restaurants, hotels, cruise lines, resorts, clubs and institutional settings

Visit our web page at https://www.gvltc.edu/culinary_institute/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUL 101</td>
<td>Principles of Food Production I</td>
<td>3</td>
</tr>
<tr>
<td>CUL 155</td>
<td>Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
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</tr>
<tr>
<td>HOS 160</td>
<td>Purchasing for Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>College Level Math Elective/Biological/Physical Science Elective</td>
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<td></td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
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<td>15</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BKP 120</td>
<td>Bakeshop Production</td>
<td>3</td>
</tr>
<tr>
<td>CUL 102</td>
<td>Principles of Food Production II</td>
<td>3</td>
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<tr>
<td>Select one of the following:</td>
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</tr>
<tr>
<td>CUL 103</td>
<td>Nutrition</td>
<td></td>
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<tr>
<td>BIO 240</td>
<td>Nutrition</td>
<td></td>
</tr>
<tr>
<td>Select one of the following:</td>
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</tr>
<tr>
<td>ENG 165</td>
<td>Professional Communications 1</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I 1</td>
<td></td>
</tr>
<tr>
<td>Humanities/Fine Arts Elective 1</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td></td>
<td>15</td>
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<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>HOS 171</td>
<td>Food and Beverage Controls</td>
<td>3</td>
</tr>
<tr>
<td>BKP/CUL Elective 2,3</td>
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<tr>
<td>Social Science Elective 1</td>
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<tr>
<td><strong>Total Semester Hours</strong></td>
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<td>12</td>
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<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUL 145</td>
<td>Dining Room Operations</td>
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<tr>
<td>CUL 235</td>
<td>Menu Planning</td>
<td>3</td>
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<tr>
<td>Select one of the following:</td>
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</tr>
<tr>
<td>SPC 209</td>
<td>Interpersonal Communication 1</td>
<td></td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking 1</td>
<td></td>
</tr>
<tr>
<td>BKP/CUL Elective 2,3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BKP/CUL Elective 2,3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
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</tr>
<tr>
<td><strong>Fifth Semester</strong></td>
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<td>Select one of the following:</td>
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<tr>
<td>HOS 256</td>
<td>Hospitality Management Concepts</td>
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<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
<td></td>
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<tr>
<td>MGT 150</td>
<td>Fundamentals of Supervision</td>
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<tr>
<td>Select one of the following:</td>
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</tr>
</tbody>
</table>
Requirements for Completion
A grade of “C” or higher in all courses is required.

Employment Opportunities
Restaurants, hospital systems, school systems, hotels, motels, private clubs and caterers

Visit our web page at https://www.gvltec.edu/culinary_institute/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

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<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
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<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CUL 101</td>
<td>Principles of Food Production I</td>
<td>3</td>
</tr>
<tr>
<td>CUL 155</td>
<td>Sanitation</td>
<td>3</td>
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<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUL 102</td>
<td>Principles of Food Production II</td>
<td>3</td>
</tr>
<tr>
<td>HOS 256</td>
<td>Hospitality Management Concepts</td>
<td>3</td>
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<td>Third Semester</td>
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<td></td>
</tr>
<tr>
<td>CUL 103</td>
<td>Nutrition</td>
<td>3</td>
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<tr>
<td>or BIO 240</td>
<td>Nutrition</td>
<td></td>
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<tr>
<td>CUL 225</td>
<td>Buffet Organization 1</td>
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<td></td>
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<td>7</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BKP 120</td>
<td>Bakeshop Production</td>
<td>3</td>
</tr>
<tr>
<td>CUL 108</td>
<td>Food Production Techniques</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Total Required Credit Hours</td>
<td>28</td>
</tr>
</tbody>
</table>

1 General education course
2 Culinary Arts Concentration:
   - Required: CUL 108 Food Production Techniques and CUL 225 Buffet Organization
   - Two electives from the following: BKP 121 Cake Decorating and Finishing Techniques, BKP 182 Artisan Breads, BKP 183 Plated Desserts, BKP 220 Advanced Bakeshop, CUL 110 Food Production Management, HOS 130 Professional Etiquette and Manners, HOS 264 Food and Beverage Pairing, HOS 299 Special Topics in Culinary Studies, CWE 113 Cooperative Work Experience (NOTE: This class is reserved for Culinary students)

3 Baking and Pastry Arts Concentration:
   - Required: BKP 121 Cake Decorating and Finishing Techniques, BKP 182 Artisan Breads, BKP 183 Plated Desserts, BKP 220 Advanced Bakeshop

1 Offered summer only

General Technology Associate in Applied Science Sustainable Agriculture and Small Business Management/Entrepreneurship Career Path

Federal Financial Aid for the General Technology degree in Associate in Applied Science is approved by the U.S. Department of Education.

Program Description
This degree will prepare students for careers in sustainable agriculture by providing training and education in farm management, agricultural policies, sustainable crop production, environmental strategies and agribusiness management, including marketing strategies and business
plan development. The business component of this degree delivers an emphasis on entrepreneurship.

**Entrance Requirements**
Acceptable placement scores

*Note:* Students must meet with the academic program director for the Sustainable Agriculture Program to determine a specific roadmap for completion.

**Type of Program**
Evening

**Requirements for Completion**
A grade of "C" or higher in all courses is required.

**Employment Opportunities**
Farms; agribusinesses; Environmental, health and government organizations; entrepreneurs; and food processing and packaging businesses

Visit our web page at https://www.gvltec.edu/sustainable-ag/.

**Recommended Program Schedule**
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics*</td>
<td>3</td>
</tr>
<tr>
<td>AGR 201</td>
<td>Introduction to Sustainable Agriculture</td>
<td>3</td>
</tr>
<tr>
<td>AGR 202</td>
<td>Soils</td>
<td>4</td>
</tr>
<tr>
<td>AGR 204</td>
<td>Introduction to Plant Sciences</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>HRT 139</td>
<td>Plant Propagation</td>
<td>3-4</td>
</tr>
<tr>
<td>or AGR 203</td>
<td>Introduction to Animal Science</td>
<td></td>
</tr>
<tr>
<td>AGR 214</td>
<td>SCWE in Sustainable Agriculture I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td></td>
<td>12-13</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGR 205</td>
<td>Pest Management</td>
<td>3</td>
</tr>
<tr>
<td>AGR 215</td>
<td>SCWE in Sustainable Agriculture II</td>
<td>3</td>
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<tr>
<td><strong>Total Semester Hours</strong></td>
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</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking* 1</td>
<td>3</td>
</tr>
<tr>
<td>or SPC 209</td>
<td>Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td>ACC 101</td>
<td>Accounting Principles I*</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
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<td>3</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 103</td>
<td>Nutrition</td>
<td></td>
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<tr>
<td>BIO 240</td>
<td>Nutrition 1, 2</td>
<td>3</td>
</tr>
<tr>
<td>College Transferable Humanities 1</td>
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<td><strong>Total Semester Hours</strong></td>
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<td>15</td>
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<tr>
<td><strong>Fifth Semester</strong></td>
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<td></td>
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<tr>
<td>PSY 201</td>
<td>General Psychology* 1</td>
<td>3</td>
</tr>
<tr>
<td>BUS 121</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>AGR 209</td>
<td>Introduction to Agriculture Marketing</td>
<td>3</td>
</tr>
<tr>
<td>AGR 211</td>
<td>Applied Agriculture Calculations</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
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</tr>
<tr>
<td><strong>Total Required Credit Hours</strong></td>
<td></td>
<td>61-62</td>
</tr>
</tbody>
</table>

1. General education course
2. Take BIO 240 Nutrition if planning to transfer

**Sustainable Agriculture Certificate in Applied Science**

**Program Description**
This certificate provides students with essential skills in the area of sustainable agriculture. By the end of the program, students will understand the factors that influence agricultural policies, sustainable crop production, environmental strategies and agribusiness management and will have completed soil improvement, crop production, marketing and business plans. The two-semester SCWE course sequence rounds out the students’ knowledge by providing hands-on experience at a local farm or agribusiness.

**Mission Statement**
This certificate will prepare students with the essential requirements for sustainable agriculture and the factors that influence farm management and agricultural policies, sustainable crop production, environmental strategies and agribusiness management, including marketing and business plan development.

**Entrance Requirements**
Acceptable placement test score(s)

**Type of Program**
Evening

**Requirements for Completion**
A grade of "C" or higher in all courses is required.

**Employment Opportunities**
Farms; agribusinesses; environmental, health and government organizations; entrepreneurs; and food processing and packaging businesses

Visit our web page at https://www.gvltec.edu/sustainable-ag/.

**Recommended Program Schedule**
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule; however, many variables may affect this plan, and it is important to note that not every course is offered every
Early Care and Education

Programs

- Child Care Assistant Certificate in Applied Science (p. 170)
- Early Care and Education Associate in Applied Science (p. 170)
- Early Childhood Development Certificate in Applied Science (p. 171)
- Early Childhood Special Education Certificate in Applied Science (p. 172)

Child Care Assistant Certificate in Applied Science

Program Description

This program offers students a basic understanding of the needs of young children and prepares them to assist in the care and supervision of children in preschool programs.

Mission Statement

The Early Childhood Department views its primary mission as educating and preparing those who work with young children and providing students with opportunities to develop the knowledge, skills and dispositions necessary to meet the needs of all learners.

Entrance Requirements

Acceptable placement test score(s)

- Upon enrollment in a lab course, students must have
- Documentation of freedom from TB, signed by a health care provider.

Type of Program

Day, evening and limited online

Requirements for Completion

A minimum grade of “C” is required for all ECD courses in order to count toward graduation.

Employment Opportunities

Child care programs, preschools, Head Start programs, child development centers, after school programs, programs for children with special needs, self-employment

Visit our web page at https://www.gvltec.edu/earlycare/.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Early Care and Education</td>
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<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>COL 111 E-Learning Success</td>
<td>1</td>
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<tr>
<td>ECD 101 Introduction to Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ECD 105 Guidance-Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td>ECD 132 Creative Experiences 1</td>
<td>3</td>
</tr>
<tr>
<td>ECD 133 Science and Math Concepts</td>
<td>3</td>
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<tr>
<td>Total Semester Hours</td>
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</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>ECD 108 Family and Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>ECD 135 Health, Safety and Nutrition 1</td>
<td>3</td>
</tr>
<tr>
<td>ECD 203 Growth and Development II 1</td>
<td>3</td>
</tr>
<tr>
<td>ECD 205 Socialization and Group Care of Infants and Toddlers</td>
<td>3</td>
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</tr>
<tr>
<td>Total Required Credit Hours</td>
<td>25</td>
</tr>
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</table>

1 Indicates courses with required lab hours in the Greenville Technical College Child Development Center

Early Care and Education Associate in Applied Science

Program Description

This program gives students an understanding of the needs of young children and prepares them to implement quality pre-school education.
programming. An introduction to administration of programs for young children is also included.

**Mission Statement**

The Early Childhood Department views its primary mission as educating and preparing those who work with young children and providing students with opportunities to develop the knowledge, skills and dispositions necessary to meet the needs of all learners.

**Entrance Requirements**

Acceptable placement test score(s)

- Upon enrollment in a lab course, students must have
  - Documentation of freedom from TB, signed by a health care provider.

**Type of Program**

Day, evening and limited online

**Requirements for Completion**

A minimum grade of "C" is required for all ECD courses in order to count toward graduation. The associate degree alone does not grant teacher licensure or teacher certification.

**Program Accreditation**

This program is accredited through the National Association for the Education of Young Children (NAEYC).

**Employment Opportunities**

Child care programs, preschools, Head Start programs, child development centers, after school programs, programs for children with special needs, public school teacher assistant, self-employment

Visit our web page at [https://www.gvltec.edu/earlycare/](https://www.gvltec.edu/earlycare/).

**Recommended Program Schedule**

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

**Note:** Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
</tr>
<tr>
<td>COL 111</td>
<td>E-Learning Success</td>
<td>1</td>
</tr>
<tr>
<td>ECD 101</td>
<td>Introduction to Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ECD 102</td>
<td>Growth and Development I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I          *</td>
<td>3</td>
</tr>
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</table>
| **Total Semester Hours** |               | **13** |atoria

**Course**

**Title**

**Hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 105</td>
<td>Guidance-Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td>ECD 106</td>
<td>Observation of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
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</table>
| **Total Semester Hours** |               | **9** |atoria

**Course**

**Title**

**Hours**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ECD 107</td>
<td>Exceptional Children</td>
<td>3</td>
</tr>
<tr>
<td>ECD 132</td>
<td>Creative Experiences</td>
<td>3</td>
</tr>
<tr>
<td>ECD 133</td>
<td>Science and Math Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ECD 201</td>
<td>Principles of Ethics and Leadership in Early Care and Education</td>
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</table>
| **Total Semester Hours** |               | **12** |atoria

**Course**

**Title**

**Hours**

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<thead>
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<th>Course Code</th>
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<th>Hours</th>
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<tr>
<td>ECD 131</td>
<td>Language Arts</td>
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<tr>
<td>ECD 237</td>
<td>Methods and Materials</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>Early Childhood Education Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>
| **Total Semester Hours** |               | **12** |atoria

**Course**

**Title**

**Hours**

<table>
<thead>
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<th>Course Code</th>
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<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ECD 243</td>
<td>Supervised Field Experience I</td>
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</tr>
<tr>
<td>Humanities Requirement</td>
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</tr>
</tbody>
</table>
| **Total Semester Hours** |               | **6** |atoria

**Course**

**Title**

**Hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD Elective - Choose one:</td>
<td></td>
<td></td>
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<tr>
<td>ECD 109 Administration and Supervision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECD 205 Socialization and Group Care of Infants and Toddlers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECD 210 Early Childhood Intervention</td>
<td></td>
<td></td>
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<tr>
<td>ECD 252 Diversity Issues in Early Care and Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECD 254 Facilitation and Environmental Management for Early Childhood Special Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECD 259 Behavior Management for Special Needs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECD 260 Methods of Teaching Special Needs Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECD 280 Registered Behavior Technician</td>
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</table>

**Course**

**Title**

**Hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>Total Required Credit Hours</strong></td>
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<td><strong>64</strong></td>
</tr>
</tbody>
</table>

1. Course with required lab hours in the Greenville Technical College Child Development Center  
2. General education course  
3. ECD Elective - Choose one:
   - ECD 109 Administration and Supervision
   - ECD 205 Socialization and Group Care of Infants and Toddlers
   - ECD 210 Early Childhood Intervention
   - ECD 252 Diversity Issues in Early Care and Education
   - ECD 254 Facilitation and Environmental Management for Early Childhood Special Education
   - ECD 259 Behavior Management for Special Needs
   - ECD 260 Methods of Teaching Special Needs Students
   - ECD 280 Registered Behavior Technician

**Early Childhood Development Certificate in Applied Science**

**Program Description**

This program gives students a basic understanding of the needs of young children and prepares them to implement quality pre-school programming.

**Mission Statement**

The Early Childhood Department views its primary mission as educating and preparing those who work with young children and providing students with opportunities to develop the knowledge, skills and dispositions necessary to meet the needs of all learners.
Early Childhood Special Education Certificate in Applied Science

Entrance Requirements
Acceptable placement test score(s)
- Upon enrollment in a lab course, students must have
  - Documentation of a criminal background check in compliance with S.C. Code Section 63-13-40
  - Documentation of freedom from TB, signed by a health care provider

Type of Program
Day, evening and limited online

Requirements for Completion
A minimum grade of “C” is required for all ECD courses in order to count toward graduation.

Employment Opportunities
Child care programs, preschools, Head Start programs, child development centers, after school programs, programs for children with special needs, self-employment

Visit our web page at https://www.gvltec.edu/earlycare/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECD 101</td>
<td>Introduction to Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ECD 102</td>
<td>Growth and Development 1^</td>
<td>3</td>
</tr>
<tr>
<td>ECD 132</td>
<td>Creative Experiences 1^</td>
<td>3</td>
</tr>
<tr>
<td>ECD 133</td>
<td>Science and Math Concepts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>12</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COL 111</td>
<td>E-Learning Success</td>
<td>1</td>
</tr>
<tr>
<td>ECD 131</td>
<td>Language Arts 1^</td>
<td>3</td>
</tr>
<tr>
<td>ECD 135</td>
<td>Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECD 203</td>
<td>Growth and Development II 1^</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
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</tr>
<tr>
<td>Third Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECD 105</td>
<td>Guidance-Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td>ECD 107</td>
<td>Exceptional Children</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
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</tr>
<tr>
<td></td>
<td>Total Required Credit Hours</td>
<td>28</td>
</tr>
</tbody>
</table>

^ Indicates course with required lab hours in the Greenville Technical College Child Development Center

Early Childhood Special Education Certificate in Applied Science

Program Description
This program will prepare early childhood educators to work with preschool children who are not developing in a typical manner in one or more than one domain of development.

Mission Statement
The Early Childhood Department views its primary mission as educating and preparing those who work with young children and providing students with opportunities to develop the knowledge, skills and dispositions necessary to meet the needs of all learners.

Entrance Requirements
Acceptable placement test score(s)
- Upon enrollment in a lab course, students must have
  - Documentation of a criminal background check in compliance with S.C. Code Section 63-13-40
  - Documentation of freedom from TB, signed by a health care provider

Type of Program
Day, evening and limited online

Requirements for Completion
A minimum grade of “C” is required for all ECD courses in order to count toward graduation.

Employment Opportunities
Centers for children with special needs, child care centers, preschools, Head Start and Early Head Start programs, child development centers

Visit our web page at https://www.gvltec.edu/earlycare/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COL 111</td>
<td>E-Learning Success</td>
<td>1</td>
</tr>
<tr>
<td>ECD 107</td>
<td>Exceptional Children</td>
<td>3</td>
</tr>
<tr>
<td>ECD 135</td>
<td>Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>7</td>
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<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECD 108</td>
<td>Family and Community Relations</td>
<td>3</td>
</tr>
</tbody>
</table>
**Human Services Programs**

- Human Services Associate in Applied Science (p. 173)

### Human Services Associate in Applied Science

#### Program Description

This program prepares graduates for entry into any one of many helping professions. It is designed to provide the necessary theoretical and practical skills to enable graduates to provide basic human service care. This program is of interest to those who wish to provide direct (non-medical) care and to those who are interested in counseling, social work, psychology or public agency administration. Technical standards apply to all courses.

#### Mission Statement

The mission of the Human Services Department is to provide students with course work, skills and practical experience that prepare graduates for entry-level generalist human service positions and/or for continued study at the baccalaureate level.

#### Entrance Requirements

Acceptable placement test score(s)

#### Type of Program

Day, limited online

#### Requirements for Completion

- All Human Services courses must be completed with a “C” or better in order to count toward graduation.
- Criminal background check is a course requirement of HUS 231.

#### Employment Opportunities

Public, non-profit and private health and human service agencies

Visit our web page at https://www.gvltec.edu/humanservices/.

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### Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
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</tr>
<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
<td>3</td>
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<tr>
<td>COL 111</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
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<tr>
<td>HUS 101</td>
<td>Introduction to Human Services</td>
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<td>HUS 102</td>
<td>Personal and Professional Development in Helping Professions</td>
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<tr>
<td>PSY 201</td>
<td>General Psychology</td>
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<td>HUS 209</td>
<td>Case Management</td>
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<tr>
<td>HUS 231</td>
<td>Counseling Techniques</td>
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<tr>
<td>MAT 155</td>
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<tr>
<td>MAT 120</td>
<td>Probability and Statistics*</td>
<td>3</td>
</tr>
<tr>
<td>Human Services Elective</td>
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<td>SOC 101</td>
<td>Introduction to Sociology</td>
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<tr>
<td>HUS 204</td>
<td>Introduction to Social Work</td>
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<td>HUS 235</td>
<td>Group Dynamics</td>
<td>3</td>
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<tr>
<td>HUS 237</td>
<td>Crisis Intervention</td>
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<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
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<tr>
<td>or SPC 209</td>
<td>Interpersonal Communication</td>
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<tr>
<td><strong>Fifth Semester</strong></td>
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<td>HUS 150</td>
<td>Supervised Field Placement I</td>
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<td>HUS 241</td>
<td>The Counseling Relationship</td>
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<td>Total Required Credit Hours</td>
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</tbody>
</table>

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1 General education course
2 MAT 120 Probability and Statistics* should be chosen by students who plan to transfer to a four-year university. Please consult with HUS faculty.
Four Human Services electives selected from the following list:
- HUS 205 Gerontology
- HUS 206 Death and Dying
- HUS 208 Alcohol and Drug Abuse
- HUS 216 Behavior Change Techniques
- HUS 217 Addictions Counseling
- HUS 220 Diversity Issues in Human Services Practice
- HUS 225 Personal/Interpersonal Adjustment
- HUS 260 Human Services Special Topics

Paralegal

Programs
- Paralegal Associate in Applied Science (p. 174)

Paralegal Associate in Applied Science

Program Description
This program will train students to perform factual research, legal research, conduct interviews and to review, analyze and draft documents.

Mission Statement
The mission of this American Bar Association-approved Paralegal Program is to provide quality education for students to become competent paralegals so that they can assist attorneys in the effective delivery of legal services. The program provides students the tools to advance the paralegal profession and to maintain high ethical standards in the classroom and in their professional careers.

Entrance Requirements
Acceptable placement test score(s)
- All paralegal courses require placement into, or successful completion of, ENG 101 English Composition I*.
- This program accepts limited transfers from other paralegal programs; those credits must be earned at an accredited and ABA-approved program; transfers are also subject to rules of currency and quality based upon an analysis by the department head, whose decision is final.

Type of Program
Day and evening; blended and some online

Requirements for Completion
- Many of the courses in this program, particularly in the final two semesters, have prerequisites. All Paralegal courses must be completed with a "C" or better in order to count toward graduation, even if the course is not a prerequisite for another. Please check with an advisor to be certain classes are taken in the proper order.
- Please be aware that jobs in this field often require a criminal background check. If you have any questions, please see a faculty member in the department before enrolling in this program.

Employment Opportunities
Private law firms, corporate legal departments, public legal agencies, insurance companies, financial institutions and governmental agencies

Program Accreditation
This program is approved by the American Bar Association (ABA), is an institutional member of the American Association for Paralegal Education (AAPE) and is a sustaining member of the South Carolina Upstate Paralegal Association (SCUPA).

Unauthorized Practice of Law (UPL) Statement: Paralegals work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina (S.C. Code § 40-5-310).

Paralegal Student Learning Outcomes

Outcome 1
Students will analyze and apply the ethical requirements of a paralegal.

Outcome 2
Students will demonstrate the ability to communicate in oral and written forms as it relates to professional duties within the legal system.

Outcome 3
Students will describe, evaluate and interpret substantive and procedural law.

Outcome 4
Students will demonstrate the professional technical skills necessary to assist an attorney in the practice of law.

Outcome 5
Students will demonstrate professionalism and cooperation skills necessary to assist an attorney in the practice of law.

Visit our web page at https://www.gvltec.edu/paralegal/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

Paralegal Associate Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<td>First Semester</td>
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<tr>
<td>COL 105</td>
<td>Freshman Seminar</td>
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</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>LEG 135</td>
<td>Introduction to Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>LEG 230</td>
<td>Legal Writing</td>
<td>3</td>
</tr>
<tr>
<td>COL 111</td>
<td>E-Learning Success</td>
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<tr>
<td>Total Semester Hours</td>
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<tr>
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<tr>
<td>LEG 120</td>
<td>Torts</td>
<td>3</td>
</tr>
<tr>
<td>LEG 132</td>
<td>Legal Bibliography</td>
<td>3</td>
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<tr>
<td>Course</td>
<td>Title</td>
<td>Hours</td>
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<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
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<tr>
<td>Select one of the following:</td>
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<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
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**Third Semester**

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<thead>
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<tr>
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<td>Family Law</td>
<td>3</td>
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<td>LEG 262</td>
<td>Litigation Applications</td>
<td>3</td>
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<tr>
<td>Transferable Humanities Elective</td>
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<tr>
<td>Transferable Social Science Elective</td>
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**Fourth Semester**

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<td>LEG 201</td>
<td>Civil Litigation I (Discovery)</td>
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<tr>
<td>LEG 214</td>
<td>Property Law</td>
<td>3</td>
</tr>
<tr>
<td>LEG 233</td>
<td>Wills, Trusts and Probate</td>
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</tr>
<tr>
<td>LEG 121</td>
<td>Business Law I</td>
<td>3</td>
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<td>General Education Elective</td>
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**Fifth Semester**

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<td>LEG 202</td>
<td>Civil Litigation II (Pleadings)</td>
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<td>LEG 240</td>
<td>Claims Investigation</td>
<td>3</td>
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<tr>
<td>LEG 270</td>
<td>Paralegal Certification Preparation</td>
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<tr>
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<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>LEG 212</td>
<td>Workers’ Compensation</td>
<td>3</td>
</tr>
<tr>
<td>LEG 250</td>
<td>Internship for Paralegal</td>
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<tr>
<td>Total Required Credit Hours</td>
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1. General education course
2. Mandatory first semester
3. or other college transferable math
4. SPC 209 Interpersonal Communication recommended for oral communications
5. For transferrable Humanities elective, HIS 202 American History: 1877 to Present* recommended
6. For transferrable Social Science elective, PSC 201 American Government* or PSY 201 General Psychology* recommended
7. ENG 102 English Composition II* recommended

**Paralegal for students who possess a bachelor’s degree**

One-year track for graduates of a regionally accredited college or university.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>LEG 120</td>
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<td>Business Law I</td>
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<table>
<thead>
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</thead>
<tbody>
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**Second Semester**

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<th>Course</th>
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<td>LEG 214</td>
<td>Property Law</td>
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<td>LEG 132</td>
<td>Legal Bibliography</td>
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<td>LEG 201</td>
<td>Civil Litigation I (Discovery)</td>
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<tr>
<td>LEG 233</td>
<td>Wills, Trusts and Probate</td>
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<td>Paralegal Elective, select one of the following:</td>
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<td>LEG 122</td>
<td>Business Law II</td>
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<td>LEG 212</td>
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**Third Semester**

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<th>Title</th>
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<td>LEG 250</td>
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<tr>
<td>Total Required Credit Hours</td>
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1. Mandatory first semester
The School of Health Sciences provides classes for over 1000 credit students annually to include dual-enrolled high school students. The school offers Associate in Applied Science Degrees, Diplomas in Applied Science, and Certificates in Applied Science credentials in a variety of programs to prepare students for the workforce and to meet the community and/or regional needs for quality health care professionals. The school houses 25 programs within five departments.

Uniquely, the School of Health Sciences offers students simulated experiences through the Dr. Barbara P. Lassiter STAT Center Lab (Simulation Technologies And Training Center) and the departments of Dental Hygiene, Veterinary Assistance, Massage Therapy and Diagnostic Medical Sonography provide student-operated clinics open to the general public.

- Cancer Data Management program is accredited by the National Cancer Registrars Association (NCRA)
- Computed Tomography program is recognized by the American Registry of Radiologic Technologists
- Dental Assisting and Dental Hygiene programs are accredited by the Commission on Dental Accreditation (CODA)
- Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- EMT program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) based upon the recommendation of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP)
- Health Information Management program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
- MRI program is recognized by the American Registry of Radiologic Technologists
- Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB)
- Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS)
- Nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN)
- Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE)
- Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists (ASHP)
- Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE)
- Radiologic Technology Program is accredited by the Joint Review Committee in Education in Radiologic Technology (JRCERT)
- Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC)
- Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

### Associate Degrees

- Dental Hygiene Associate in Applied Science (p. 182)
- Diagnostic Medical Sonography Associate in Applied Science (p. 184)
- Emergency Medical Technology Associate in Applied Science (p. 186)
- General Technology Associate in Applied Science Health Information Management Systems Technology Career Path (p. 190)
- Health Information Management Associate in Applied Science (p. 191)
- Medical Laboratory Technology Associate in Applied Science (p. 197)
- Nursing Associate in Applied Science (p. 199)
- Occupational Therapy Assistant Associate in Applied Science (p. 202)
- Physical Therapist Assistant Associate in Applied Science (p. 206)
- Radiologic Technology Associate in Applied Science (p. 208)
- Respiratory Care Associate in Applied Science (p. 209)

### Diplomas

- Expanded Duty Dental Assisting Diploma in Applied Science (p. 183)
- Surgical Technology Diploma in Applied Science (p. 211)

### Certificates

- Cancer Data Management Certificate in Applied Science (p. 189)
- Computed Tomography Certificate in Applied Science (p. 181)
- Emergency Medical Technician Certificate in Applied Science (p. 186)
- EMT-Paramedic Certificate in Applied Science (p. 188)
- Massage Therapy Certificate in Applied Science (p. 194)
- Medical Assistant Certificate in Applied Science (p. 195)
- Medical Scribe Specialist Certificate in Applied Science (p. 196)
- Patient Care Technician Certificate in Applied Science (p. 204)
- Pharmacy Technician Certificate in Applied Science (p. 205)
- Professional Grooming and Animal Care Certificate in Applied Science (p. 178)
- Sterile Processing Technology Certificate in Applied Science (p. 211)
- Veterinary Assistant Certificate in Applied Science (p. 179)

Visit our web page at https://www.gvltec.edu/health-sciences/.

### Policies & Requirements

The following outlines the special admission requirements of all programs within the School of Health Sciences. Specific program requirements are found under each program in this catalog.

### Admission

Acceptance to the college is managed through the Admissions Office of the college and is required for consideration for acceptance into any program within the School of Health Sciences. However, college acceptance does not guarantee admissions into many of the School's...
programs as some programs have additional admission requirements that must be met such as a separate program application.

Students are encouraged to obtain criteria used for competitive admissions once they determine their program of interest. Criteria can be obtained from each program's website, Career Talk and/or from a student's assigned advisor. Therefore, it is very important that students meet on a regular basis with their assigned advisor to ensure that they are on the correct path for program entry and that submission of the program application is done in a timely manner.

**Time-sensitive Courses**

Programs within the School of Health Sciences may have the requirement that biophysical courses must be completed within five years of starting clinic. Each applicable program's catalog page will list this applicable requirement.

**Career Talk Sessions**

Completion of a Career Talk session for the student's program of interest is a program admission requirement for all of the programs within the School of Health Sciences. Students are encouraged to complete a Career Talk session as soon as possible to ensure that they have the most up-to-date program information.

Depending upon the program of interest, sessions are offered either face-to-face once a month or in an online format. The Career Talk schedule is located at https://www.gvtec.edu/careertalk/.

**Technical Standards**

Programs within the School of Health Sciences may require specific mental and physical functions that must be possessed by students in order to successfully complete program requirements. Students must be able to meet the technical standards of his/her program in order to progress. Demonstration may be required. The technical standards can be obtained from program advisors and are provided to potential students during the Career Talk sessions. Students who are concerned that they may have difficulty meeting the technical standards are strongly encouraged to contact the Office of Disability Services. In some instances, reasonable accommodations may be made but only with the required documentation from the Office of Disability Services.

**Clinical/Externship Requirements**

All programs within the School of Health Sciences require participation in and successful completion of clinical/externship/internship courses. In order to provide such experiences, students may be assigned to agencies outside of the college. Written agreements between the agencies and the college outline the requirements of all parties: the college, students, faculty and the agencies. In establishing clinical/externship affiliation agreements, the School's programs are contractually obligated to comply with the requirements set forth in such agreements. Students and faculty are "guests" at these facilities and must conform to the rules, policies and procedures of the clinical/externship sites in order to participate in clinical/externship experiences. **Students must be able to participate in all learning activities that take place in these outside agencies.**

**Health Physicals**

Students accepted to a program within the School of Health Sciences may be required to have a physical exam based on individual program requirements. The physical exam must be performed by a licensed, practicing physician, physician's assistant or nurse practitioner and must be documented on the School's health form. Results of the physical must indicate that the student is in good physical and mental health. Due dates vary and will be provided either by a student's advisor or from the program faculty.

**Immunization Requirements**

In an effort to protect the students enrolled in the programs within the School of Health Sciences and the patients/clients with whom the students come in contact from communicable diseases, students are required to provide an up-to-date immunization record. **No Exemptions** are permitted except for medical exemptions according to the guidelines of the Center for Disease Control (CDC). A medical exemption form must be completed by a practicing physician. This form may be obtained from program faculty. Students who have an approved, documented medical exemption may not be able to progress through their program if clinical/externship experiences are denied by the clinical/externship affiliate.

The immunization record must include:

- Two (2) MMR vaccinations: positive titters may be accepted
- Two (2) Varicella vaccinations: a positive titer may be accepted
- Negative TB screening
- Tdap within the past ten (10) years

Although not required, all students are strongly encouraged to obtain the Hepatitis B vaccine. Those who choose not to be vaccinated for Hepatitis B will be required to sign a waiver indicating their decision. However, if the Hepatitis B vaccine is required by an affiliated agency, the student must comply with the requirement in order to participate in activities at that agency. Additional immunizations may be required upon the request of the clinical/externship sites (i.e., flu vaccine during flu season). Students assigned to such sites will be required to meet the immunization requirement(s).

Students enrolled in an Animal Studies program are only required to provide evidence of a current tetanus vaccine. The pre-exposure rabies vaccine is not required but is strongly recommended for students enrolled in Animal Studies.

Students enrolled in the Massage Therapy and Personal Training programs are exempt from the immunization policy unless a clinical/externship site requires documentation of immunization.

**Drug Screenings**

The college shares an obligation with the clinical/externship agencies to protect the agency's patients/clients to the extent reasonably possible from harm due to students who are under the influence of drugs or alcohol while in the clinical/externship agency. In addition, the college wishes to ensure that the health and safety of the students are not compromised. Students accepted into and enrolled in a program within the School of Health Sciences must submit to drug testing. Initially, a negative 10-panel drug screen is required for clinical/externship eligibility. The student is responsible for paying the initial drug screening. Drug screens must be completed through the agency outlined in the School's policy. All students are subject to random drug screening with reasonable suspicion.

**Criminal Background Checks**

In order to comply with affiliate agencies, all students enrolled in a program within the School of Health Sciences must submit to a comprehensive, multi-state criminal record check to include at minimum
a check of the past seven (7) years. The student will be responsible for the cost of each record check. The record check must be completed through the agency outlined in the School’s policy. The criminal background check must be acceptable based upon the School’s policy. Criminal background checks are conducted upon formal acceptance into a program. Students may be subject to more than one background check during a program based on affiliate requirements. Questions regarding individual situations may be directed to the Assistant Dean of Compliance for the School of Health Sciences.

Regulatory Compliance Training
Training consists of modules addressing topics such as hazardous communication, electrical safety, infection control, HIPAA and many others. Many of the programs within the School of Health Sciences require students to complete these modules on an annual basis. The student will be responsible for the cost of this training and must use the agency outlined in the School’s policy. All modules must be completed for clinical/externship placement for specific programs.

Travel
Students may be required to travel to clinical/externship sites during the professional component of the program. Travel may require two (2) or more hours of driving. Transportation, parking, housing and food expenses are the responsibility of the student.

STAT Center
Dr. Barbara J. Lassiter Simulation Technologies and Training Center
A $1.5 million Simulation Technologies and Training (STAT) Center opened in 2009 at Greenville Technical College.

Features
- Eight simulators in seven environments
- Settings include a city street where a car accident has occurred, a scene inside a home, an emergency room, an operating room and a specialty room, such as intensive care or pediatric intensive care.
- A $300,000 custom-designed audio-visual system allows students to see and hear what happens as a care scenario unfolds and how they might improve on their reactions.
- Simulators are portable and wireless and can sweat, cry, bleed, tear and salivate. They respond to medications and treatments as a human would.

Benefits
- Students have the chance to make the most common and preventable medical mistakes without risk.
- With better education, medical errors should be reduced when these students become professionals.
- Simulation increases the hands-on experience and builds confidence.

Used by students in the following programs
- Dental
- Emergency Medical Technology
- Nursing
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care

For more information, go to https://www.gvtec.edu/STAT/. To contact the STAT Center, email simulation@gvtec.edu.

Animal Studies
Programs
- Professional Grooming and Animal Care Certificate in Applied Science (p. 178)
- Veterinary Assistant Certificate in Applied Science (p. 179)
- Veterinary Technology Phase I (p. 179)

Professional Grooming and Animal Care Certificate in Applied Science

Program Description
Students are trained in breed-specific and mixed-breed dog and cat grooming, as well as foundational procedures, skills and techniques which are necessary for a career within the grooming industry. Students are prepared for entry-level positions working in grooming businesses or establishing their own grooming business.

Mission Statement
The mission of the Professional Grooming and Animal Care program is to educate students in animal esthetics and its relation to the overall health and wellbeing of animals to promote optimum care of animals. Our faculty and staff strive to uphold the highest standards of the industry, providing knowledgeable graduates to join the profession.

Entrance Requirements
Acceptable placement test score(s), plus high school diploma or GED
- An approved criminal background check is required.
- A negative 10-panel drug screen is required.
- Students are required to have documentation of Tetanus vaccination within the past ten (10) years.
- Students must attend an Animal Studies Department Career Talk, preferably before beginning the program, but otherwise within the first semester. (Career Talk valid for two years.)

Type of Program
Day

Location
This program is located at the Northwest Campus. Students should see an advisor at the Northwest Campus to register for classes.

Requirements for Completion
- To complete this certificate program, students must obtain a minimum grade of "C" in all courses.
- Students must purchase required supplies and uniforms.
- Students must be able to attend all clinical and work internship experiences.
Employment Opportunities
Grooming salons and spas, veterinary practices, kennels, pet shops and mobile grooming business
Visit our web page at https://www.gvltec.edu/animal_studies/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>VET 107</td>
<td>Small Animal Care and Welfare I</td>
<td>4</td>
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<tr>
<td>VET 132</td>
<td>Feline Breeds and Terminology</td>
<td>2</td>
</tr>
<tr>
<td>VET 133</td>
<td>Basic Pet Grooming</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Hours</strong></td>
<td><strong>9</strong></td>
</tr>
<tr>
<td>VET 108</td>
<td>Small Animal Care and Welfare II</td>
<td>4</td>
</tr>
<tr>
<td>VET 134</td>
<td>Intermediate Pet Grooming</td>
<td>3</td>
</tr>
<tr>
<td>VET 172</td>
<td>Portfolio and Related Topics</td>
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</tr>
<tr>
<td></td>
<td><strong>Total Semester Hours</strong></td>
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<tr>
<td>VET 135</td>
<td>Advanced Pet Grooming</td>
<td>4</td>
</tr>
<tr>
<td>VET 162</td>
<td>Clinical Techniques of Pet Grooming</td>
<td>3</td>
</tr>
<tr>
<td>VET 165</td>
<td>SCWE in Animal Care</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Hours</strong></td>
<td><strong>9</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Credit Hours</strong></td>
<td><strong>28</strong></td>
</tr>
</tbody>
</table>

Veterinary Assistant Certificate in Applied Science

Program Description
This program trains the student for entry-level positions in kennels, veterinary offices, shelters and animal hospitals. Students will be trained in the areas of nutrition, veterinary services, pharmacological applications, handling procedures and ethical practices.

Mission Statement
The mission of the Veterinary Assistant program is to prepare students so that they may provide local veterinary clinics/offices with well-trained Veterinary Assistants. Graduates will be able to understand animal welfare and the fundamentals of assisting in the veterinary care of animal companions. Our faculty and staff will strive to uphold the highest standards of the industry, providing knowledgeable graduates to join the profession.

Entrance Requirements
Acceptable placement test score(s); plus high school diploma or GED
- An approved criminal background check is required.
- A negative 10-panel drug screen is required.

Type of Program
Day

Location
This program is located at the Northwest Campus. Students should see an advisor at the Northwest Campus to register for classes.

Requirements for Completion
- Students must be able to attend all supervised work internship experiences.
- Students must purchase required supplies and uniforms.
- To complete this certificate program, students must obtain a minimum grade of “C” in all courses.

Employment Opportunities
Animal shelters, private veterinary practices, humane societies, animal hospitals, laboratories, veterinary care facilities
Visit our web page at https://www.gvltec.edu/animal_studies/.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET 106</td>
<td>Small Animal Behavior/Kennel Management</td>
<td>4</td>
</tr>
<tr>
<td>VET 111</td>
<td>Introduction to Veterinary Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or VET 113 Introduction to Veterinary Technology</td>
<td></td>
</tr>
<tr>
<td>VET 151</td>
<td>Veterinary Assisting I</td>
<td>3</td>
</tr>
<tr>
<td>VET 117</td>
<td>Animal Nutrition</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Hours</strong></td>
<td><strong>12</strong></td>
</tr>
<tr>
<td>VET 114</td>
<td>Pharmacy Skills</td>
<td>4</td>
</tr>
<tr>
<td>VET 166</td>
<td>SCWE in Veterinary Practice</td>
<td>2</td>
</tr>
<tr>
<td>VET 251</td>
<td>Veterinary Assisting II</td>
<td>2</td>
</tr>
<tr>
<td>VET 242</td>
<td>Veterinary Law, Ethics and Client Relations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Hours</strong></td>
<td><strong>11</strong></td>
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<td></td>
<td><strong>Total Required Credit Hours</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

Veterinary Technology Phase I

Program Description
Veterinary Technology is a career dedicated to the health and well-being of animals. Licensed veterinary technicians provide professional
and technical support to veterinarians, biologists, researchers and industry. As a member of the veterinary health care team, the licensed veterinary technician provides many aspects of patient care to include anesthesia and surgical support, diagnostic imaging and laboratory procedures. Greenville Technical College (GTC), in cooperation with Tri-County Technical College (TCTC), offers the first phase of the Associate in Applied Science degree in Veterinary Technology. The second phase of the program is offered at Tri-County Technical College. The actual degree is awarded by TCTC upon successful completion of all program requirements, including both phase one and phase two requirements. Upon completion of Phase I (at GTC) and Phase II (at TCTC), students are expected to take state and national licensing exams to become Licensed Veterinary Technicians (LVT).

Tri-County Technical College will accept 12 students from Greenville Technical College who complete the outlined phase I courses and meet all other program requirements. Students accepted into Phase II of the program will be placed in day or evening classes at Tri-County Technical College based on availability, taking into consideration student preference. It is the student’s responsibility to apply to Phase II at Tri-County Technical College for consideration of acceptance into the Veterinary Technology Program at Tri-County Technical College.

Students must meet with the program director of the Veterinary Technology program at Tri-County Technical College prior to acceptance into Phase II of the program.

**Entrance Requirements**

Acceptable test scores for placement into ENG 101 English Composition I* and MAT 120 Probability and Statistics*; plus high school diploma or GED

- An approved criminal background check is required.
- A negative 10-panel drug screen is required.
- Students are required to have documentation of Tetanus vaccination within the past ten (10) years.

**Type of Program**

Day and evening (Currently, only general education courses are offered in the evening)

**Type of Degree**

An Associate in Applied Science degree will be awarded by TCTC upon successful completion of all program requirements outlined on TCTC’s website, http://tctc.catalog.acalog.com/preview_program.php?catoid=21&poid=4380/

**Location**

The VET courses at Greenville Technical College are offered at the Northwest Campus only. The general education courses may be available at other campuses and through distance education.

**Requirements for Completion**

- A grade of “C” or higher must be earned for all courses in Phase I and Phase II.
- BIO 101 Biological Science I* must be completed with a grade of “C” or higher prior to entry into fall classes.
- GPA of 2.0 or higher (GTC cumulative GPA will supersede all other GPA’s)

---

**Financial Aid Considerations**

For students who receive financial aid, it is very important that you contact the primary advisor for additional information. The primary advisor at GTC for the Veterinary Technology Program is Erin Bouchillon. Erin.Bouchillon@gvltec.edu

**Program Accreditation**

The Veterinary Technology program at TCTC is fully accredited by:

The American Veterinary Medical Association (AVMA)
1931 North Meacham Road, Suite 100
Schaumburg, IL 60173-4360
Telephone: (847) 925-8070
Fax: (847) 925-1329

Sanctioned by the South Carolina Association of Veterinarians.

Visit our web page at https://www.gvltec.edu/animal_studies/.

**Recommended Program Schedule**

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

**Note:** Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET 113</td>
<td>Introduction to Veterinary Technology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>VET 101</td>
<td>Animal Breeds and Husbandry</td>
<td>3</td>
</tr>
<tr>
<td>VET 104</td>
<td>Veterinary Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>VET 150</td>
<td>Clinical Techniques I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>A University Transfer Humanities course may be selected from the following:</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Foreign Language, History, Philosophy, Humanities, Art, Literature or Music.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
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</tr>
<tr>
<td>BIO 225</td>
<td>Microbiology*</td>
<td>4</td>
</tr>
<tr>
<td>VET 140</td>
<td>Veterinary Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>VET 152</td>
<td>Clinical Pathology</td>
<td>4</td>
</tr>
<tr>
<td>VET 116</td>
<td>Radiology and Parasitology</td>
<td>3</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
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</tr>
<tr>
<td></td>
<td>Total Required Credit Hours</td>
<td>34</td>
</tr>
</tbody>
</table>

1 VET 113 Introduction to Veterinary Technology must be taken prior to entry into fall classes.
2 General education course
3 A University Transfer Humanities course may be selected from the following: Foreign Language, History, Philosophy, Humanities, Art, Literature or Music.
Computed Tomography Programs

• Computed Tomography Certificate in Applied Science (p. 181)

Computed Tomography Certificate in Applied Science

Program Description

This program prepares the post-graduate registered technologist to use x-rays and computed radiologic technology to produce cross-sectional anatomical images of the human body for diagnostic testing, radiation therapy treatment planning and nuclear medicine PET scanning.

The Computed Tomography program is a full-time, one-semester program consisting of online didactic courses and clinical requirements performed, if possible, close to the student’s home at a local clinical site. The clinical component is designed to meet clinical competency requirements of the American Registry of Radiologic Technologist (ARRT).

Mission Statement

The mission of the Computed Tomography program is to provide well trained and knowledgeable entry-level CT technologists to meet the needs of the medical community.

Type of Program

Full-time, distance education (online with clinical component)

Entrance Requirements

Current certification as a radiologic technologist, radiation therapist or nuclear medicine technologist (ARRT or NMTCB registered). State certification is required, if applicable.

• Recent graduates of a radiography, nuclear medicine and/or radiation therapy program may apply to the program but are required to pass the ARRT registry exam for their discipline no later than four weeks after beginning the Computed Tomography program.

Program Requirements

Prior to acceptance into the program, the student must

• Be a registered radiologic technologist (ARRT), radiation therapist (ARRT) or registered nuclear medicine technologist (ARRT or NMTCB) or registry eligible.
• Have state certification in radiography, nuclear medicine or radiation therapy in the state of employment or location of the clinical rotation site.
• Have earned a grade of "C" or higher in Anatomy and Physiology I and II.
• Meet the specific program requirements outlined in the School of Health Sciences admissions requirements.

General admissions requirements

• Submit a Greenville Tech application with appropriate application fee.
• Provide a completed Greenville Tech physical exam form completed by a physician, physician’s assistant or nurse practitioner documenting current immunization requirements.
• Submit a copy of current ARRT card and state certification if applicable.
• Submit a copy of current CPR card.
• Submit official college transcripts documenting completion of a radiography, nuclear medicine and/or radiation therapy program.
• View an online Career Talk Session for the Computed Tomography program.
• Complete Pre-Clinical Orientation.
• An acceptable criminal background check is required.
• Students must be able to attend all clinical experiences.
• A negative 10-panel drug screen is required.

Requirements for Completion

• Students must maintain a grade of “C” or higher in all required courses to remain in the program.
• Up to three courses may be taken by non-program registered technologists for continuing education.
• Registered radiologic technologists employed full-time in computed tomography may exempt the clinical component of the program with appropriate documentation and permission of the program coordinator.
• Students are required to attend a two-hour online class and an average of 18 hours of clinical experience weekly. Students must complete 270 hours of clinical experience for the Computed Tomography program.
• Upon successful completion of the program, the student may sit for the ARRT Advanced Registry in Computed Tomography.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHS 206</td>
<td>Cross-sectional Anatomy for Medical Imaging</td>
<td>2</td>
</tr>
</tbody>
</table>
Dental

Programs

• Dental Hygiene Associate in Applied Science (p. 182)
• Expanded Duty Dental Assisting Diploma in Applied Science (p. 183)

Dental Hygiene Associate in Applied Science

Program Description

This program trains students to educate patients on proper oral health care procedures, maintain patient recall systems, and expose and process x-rays. Community service is a major component.

Mission Statement

The mission of the Greenville Technical College Dental Hygiene program is to graduate students that will become licensed dental professionals who demonstrate the ability to function as a member of a dental team in the delivery of care. Graduates will be clinically skilled and competent entry-level dental hygienists that instill a respect for the dental hygiene profession and have a desire for continued professional development and community service.

Entrance Requirements

Acceptable placement test score(s)

See “Program Requirements” Section for additional requirements.

Type of Program

The program is designed as a One-Plus-One program. Phase I includes most of the general education and related course work and may be completed at Greenville Tech or at any articulating college. Upon successful completion of all Phase I courses, qualified students are eligible to apply to Phase II, which includes all of the dental hygiene course work. Applications for Phase II must be postmarked no later than May 1. Students are selected based on weighted admission criteria.

• Phase I: Day, night
• Phase II: Day (some courses require evenings)

Location

• Phase II is located at Greenville Tech’s Barton Campus and a variety of off-campus clinical facilities. Students must be eligible to go to each off-campus site based on each site’s criteria.
• Students from articulating colleges must be able to travel to and/or locate accommodations near Greenville Tech’s Barton Campus.

Employment Opportunities

Dental offices, public health departments, sales, education, research

Professional Credentials

Registered Dental Hygienist (subject to passing National Boards and State or Regional licensure exam)

• Graduates are eligible to sit for the Dental Hygiene National Board exam and a regional or state practical exam.

Program Accreditation

Commission on Accreditation, American Dental Association

Visit our web page at https://www.gvltec.edu/dental/.

Program Requirements

Phase I admission requirements

• Must meet college admission requirements.
• Complete a Career Talk session for the major within a year prior to being accepted into Phase II.
• Take the TEAS test.

Phase II admission requirements

• Meet all requirements for Phase I.
• Complete a weighted admissions form by the designated date. Students are selected based on a “weighted admissions policy” and space availability. Once accepted, a $100 non-refundable deposit is required to hold the seat.
• Attain a minimum technical GPA of 3.0 in all Phase I courses.
• All Phase I courses must be passed with a minimum grade of “C” on the first or second attempt. BIO prefix courses may not be more than five years old
• Submit a physical exam form (see details in the School of Health Sciences admissions requirements).
• Submit proof of current American Heart Association Health Care Providers course in CPR once accepted into Phase II.
• Submit an acceptable criminal background check and a negative drug screen before beginning the clinical phase.
• Be prepared to purchase required supplies, instruments and uniforms.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule for the traditional Dental Hygiene (two-year program). Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
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<td>Probability and Statistics* 1</td>
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</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology * 1</td>
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</tr>
<tr>
<td>CHM 105</td>
<td>General Organic &amp; Biochemistry* 1</td>
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</tr>
<tr>
<td>ENG 101</td>
<td>English Composition* 1</td>
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Second Semester

<table>
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<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>BIO 225</td>
<td>Microbiology*</td>
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<tr>
<td>BIO 211</td>
<td>Anatomy &amp; Physiology II*</td>
<td>4</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
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</table>

Phase II (Requires acceptance into the program.)

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>AHS 113</td>
<td>Head &amp; Neck Anatomy</td>
<td>1</td>
</tr>
<tr>
<td>DHG 121</td>
<td>Dental Radiography</td>
<td>3</td>
</tr>
<tr>
<td>DHG 125</td>
<td>Tooth Morphology &amp; Histology</td>
<td>2</td>
</tr>
<tr>
<td>DHG 161</td>
<td>Clinical DHG I Foundations</td>
<td>4</td>
</tr>
<tr>
<td>DHG 231</td>
<td>Dental Health Education</td>
<td>1</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHG 115</td>
<td>Medical &amp; Dental Emergencies</td>
<td>2</td>
</tr>
<tr>
<td>DHG 140</td>
<td>General &amp; Oral Pathology</td>
<td>2</td>
</tr>
<tr>
<td>DHG 165</td>
<td>Clinical Dental Hygiene I</td>
<td>5</td>
</tr>
<tr>
<td>DHG 244</td>
<td>Dental Materials</td>
<td>3</td>
</tr>
<tr>
<td>DHG 143</td>
<td>Dental Pharmacology</td>
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Fifth Semester

<table>
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</thead>
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<tr>
<td>DHG 141</td>
<td>Periodontology</td>
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</tr>
<tr>
<td>DHG 175</td>
<td>Clinical Dental Hygiene II</td>
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</tr>
<tr>
<td>DHG 241</td>
<td>Integrated Dental Hygiene I</td>
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Sixth Semester

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<th>Course</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>DHG 232</td>
<td>Community Oral Health Outreach</td>
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</tr>
<tr>
<td>DHG 255</td>
<td>Clinical Dental Hygiene III</td>
<td>5</td>
</tr>
<tr>
<td>BIO 240</td>
<td>Nutrition</td>
<td>3</td>
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<tr>
<td>SOC 101</td>
<td>Introduction to Sociology*</td>
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Seventh Semester

<table>
<thead>
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<th>Title</th>
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<tbody>
<tr>
<td>DHG 242</td>
<td>Integrated Dental Hygiene II</td>
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</tr>
<tr>
<td>DHG 265</td>
<td>Clinical Dental Hygiene IV</td>
<td>5</td>
</tr>
<tr>
<td>HSS 295</td>
<td>Leadership Through the Humanities</td>
<td>2</td>
</tr>
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</table>

Total Required Credit Hours: 83

1. General education course - students must take prior to acceptance to Phase II.
2. Denotes general education classes that may be taken during or prior to the beginning of Phase II. Most successful candidates take these classes while they are taking Phase I to gain the points associated with the grades earned in those classes.

**Expanded Duty Dental Assisting Diploma in Applied Science**

**Program Description**

This program prepares students to work as clinical assistants, receiving and preparing patients for dental treatment; assisting chairside, taking x-rays, making temporary crowns and pouring/trimming impressions for study models. The program also includes office management skills, appointing patients, maintaining patients’ records on the computer and via files, filing and client services.

**Mission Statement**

The primary mission of the GTC Expanded Duty Dental Assistant program is to provide nationally certified expanded duty dental assistants to serve the dental community. Graduates are expected to assume responsibility for personal and professional growth and to enhance knowledge and skills through continued education and lifelong learning.

**Entrance Requirements**

Acceptable placement test score(s).

See “Program Requirements” Section for additional requirements.

**Type of Program**

Day (some evening classes/clinics required)

**Employment Opportunities**

Dental offices, public health departments, dental schools

**Professional Credentials**

Certified Dental Assistant (subject to passing Dental Assisting National Board exam)

**Program Accreditation**

Commission on Dental Accreditation (CODA)

Visit our web page at https://www.gvltec.edu/dental/.

**Program Requirements**

Prior to acceptance students must

- Successfully complete all developmental courses indicated in placement testing.
- Complete the TEAS test.
- Meet the specific program requirements outlined in The School of Health Sciences admissions requirements.
- Apply for program admission from January 15-May 1 of each year. Seats are awarded to the most highly-qualified applicants based upon weighted criteria and on a space-available basis.
- Complete an online Career Talk session for the major within one year of application and program orientation after acceptance.

Upon acceptance, a $100 non-refundable deposit is required to hold the seat.

An acceptable criminal background check and a negative 10-panel drug screen are required before beginning class experience.

**Requirements for Completion**

- A grade of “C” or higher is required in every course, as well as completion of all three sections of DANB to earn the EDDA diploma.
- Students must be able to provide transportation and attend all clinical experiences.
- Students must sit for and pass the Dental Assisting National Board (DANB) for certification as a certified dental assistant (CDA). At the end of each semester, one portion of the DANB must be passed to continue in the program. Examinations must be taken prior to the end of each semester. Students are responsible for exam fees each semester.
- Completion of all of the general education courses with grades of A or B will earn the student higher points toward the weighted admission to the program.
• Students must purchase supply kits and uniforms at the start of the program from vendors selected by the Expanded Duty Dental Assisting program.

• This is a diploma program that leads to national CDA certification upon successful completion of the program and the certification exam.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pre-program courses</td>
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</tr>
<tr>
<td>BIO 112</td>
<td>Basic Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology*</td>
<td>3</td>
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<tr>
<td></td>
<td>Select one of the following:</td>
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<tr>
<td></td>
<td>COL 105 Freshman Seminar</td>
<td>3</td>
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<tr>
<td></td>
<td>HSS 295 Leadership Through the Humanities</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SPC 205 Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>DAT 115</td>
<td>Ethics &amp; Professionalism</td>
<td>1</td>
</tr>
<tr>
<td>DAT 116</td>
<td>Fundamentals of Dental Medicine</td>
<td>3</td>
</tr>
<tr>
<td>DAT 118</td>
<td>Dental Morphology</td>
<td>2</td>
</tr>
<tr>
<td>DAT 154</td>
<td>Clinical Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>DHG 244</td>
<td>Dental Materials</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>DAT 121</td>
<td>Dental Health Education</td>
<td>2</td>
</tr>
<tr>
<td>DAT 127</td>
<td>Dental Radiology</td>
<td>4</td>
</tr>
<tr>
<td>DAT 160</td>
<td>Expanded Duties/Specialties</td>
<td>2</td>
</tr>
<tr>
<td>DAT 175</td>
<td>Introduction to Clinical Experience</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Third Semester</td>
<td></td>
</tr>
<tr>
<td>DAT 122</td>
<td>Dental Office Management</td>
<td>2</td>
</tr>
<tr>
<td>DAT 177</td>
<td>Dental Office Experience</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Total Required Credit Hours</td>
<td>51</td>
</tr>
</tbody>
</table>

1. General education course
   It is strongly recommended that the five (5) general education courses be taken prior to applying to the Dental Assisting program. Points will be assigned for the completion of these courses that will facilitate entry into the program.

2. The combination of the higher level BIO 210 Anatomy & Physiology I* and BIO 211 Anatomy & Physiology II* or BIO 215 Anatomy and BIO 216 Physiology will substitute for BIO 112 Basic Anatomy & Physiology, if the student has successfully completed these courses with a grade of “C” or better.

3. For students who also intend to apply to the Dental Hygiene program, HSS 295 Leadership Through the Humanities should be taken in place of COL 105 Freshman Seminar and SPC 205 Public Speaking* should be taken for the Speech requirement.

4. SPC 208 Intercultural Communication and SPC 209 Interpersonal Communication are also acceptable for this program.

Diagnostic Medical Sonography
Programs
• Diagnostic Medical Sonography Associate in Applied Science (p. 184)

Diagnostic Medical Sonography
Associate in Applied Science
Program Description
Diagnostic Medical Sonography is a technical science that deals with the use of ultrasound for diagnostic purposes in medicine. Sonographers, also known as ultrasound technologists, use high-frequency sound waves to image structures within the body.

The sonographer is responsible for the production of diagnostic images and is a technical assistant to the physician radiologist. Additional information on the profession can be found at https://www.sdms.org/resources/careers (https://www.sdms.org/resources/careers/).

Mission Statement
The mission of the Diagnostic Medical Sonography program is to meet the needs of the area by providing a pool of qualified graduates for entry-level positions in sonography.

Entrance Requirements
Acceptable placement test score(s)
See “Program Requirements” Section for additional requirements.

Type of Program
This program is designed as a One-Plus-One program. Phase I includes all of the general education and related course work. Upon successful completion of all Phase I courses, qualified students may apply to Phase II, which includes all Diagnostic Medical Sonography course work.

• Phase I: Day, evening or weekend
• Phase II: Day

Location
Didactic courses are taught on the Barton Campus with clinical training at various clinical affiliates located throughout the Upstate of South Carolina.

• Clinical assignments are required in Phase II. Students will be responsible for transportation to their clinical sites.

Employment Opportunities
Hospitals, clinics, physician offices and outpatient imaging centers.

Professional Credentials
Diagnostic Medical Sonographer (subject to passing national certification exam)

• Upon successful completion of the program, students will be eligible to take the national certification examination through the American Registry of Diagnostic Medical Sonography (ARDMS) in the areas of Physics & Instrumentation, OB/GYN and Abdomen. To obtain the
RDMS credential, an individual must pass the Ultrasound Physics and Instrumentation examination in addition to at least one other exam component.

Program Accreditation

The Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 US Highway 19 North
Suite 158
Clearwater, FL 33763
(727) 210-2350
https://www.caahep.org/

Joint Review Committee on Educational in Diagnostic Medical Sonography (JRCDMS)
6021 University Boulevard
Suite 500
Ellicott City, MD 21043
Email address: jrcdms@intersocietal.org
(443) 973-3251

Visit our web page at https://www.gvltec.edu/sonography/.

Program Requirements

Phase I admission requirements

- All individuals seeking to enter the Diagnostic Medical Sonography program must meet the requirements outlined in the School of Health Sciences admission requirements as stated in the college catalog (excluding physical exam).
- High school level biology and physics are strongly encouraged. Keyboarding skills are also recommended.
- Complete a Career Talk session (online) for this major within two years prior to consideration for acceptance into Phase II (required).
- Take the TEAS entrance exam at Placement Testing Center in Admissions and Registration Center.
- Acceptable placement test scores.
- BIO 210 Anatomy & Physiology I* and BIO 211 Anatomy & Physiology II* must be completed no more than five (5) years prior to beginning Phase II. Students who exceed the five-year limit must take BIO 211 Anatomy & Physiology II* as a refresher.
- Physics must be completed no more than 5 years prior to beginning Phase II. The refresher for Physics is PHY 201 Physics I* or RAD 107 Physics for Medical Imaging.
- Must obtain a minimum grade of "C" or higher with a minimum technical GPA of 2.50. Technical GPA is computed using the 10 general education courses that comprise Phase I.

Application process for Phase II

- Students who complete all general education courses with the appropriate grade by the end of the spring term will be considered first. Students who complete the general education courses during the summer will be seated only if space is available.
- A maximum of 15 students will be accepted.
- A negative 10-panel drug screen and an acceptable criminal background check are required for all students accepted into Phase II.
- Students must be able to attend all clinical experiences.
- Documentation of CPR for the Healthcare Provider certification, through the American Heart Association, must be maintained throughout Phase II.
- Complete assigned pre-clinical education training requirements prior to the start of clinical experiences and annually thereafter.
- Have an acceptable background for seven years prior to entering Phase II. Students may be subject to submit more than one background screen during the program. Some convictions greater than seven years old may prevent entry into and through the program.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>AHS 102</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology I*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 211</td>
<td>Anatomy &amp; Physiology II*</td>
<td>4</td>
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<tr>
<td>Select one of the following:</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>RAD 107</td>
<td>Physics for Medical Imaging</td>
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<tr>
<td>PHY 201</td>
<td>Physics I*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
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<tr>
<td>College transferable Humanities</td>
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<tr>
<td><strong>Phase II</strong></td>
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<td><strong>Fourth Semester</strong></td>
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<tr>
<td>DMS 101</td>
<td>Ultrasound Physics and Instrumentation I</td>
<td>2</td>
</tr>
<tr>
<td>DMS 105</td>
<td>Sonographic Anatomy of the Abdomen</td>
<td>4</td>
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<tr>
<td>DMS 117</td>
<td>Gynecology</td>
<td>2</td>
</tr>
<tr>
<td>DMS 164</td>
<td>Introduction to Clinical Education</td>
<td>2</td>
</tr>
<tr>
<td>DMS 104</td>
<td>Patient Care for Sonography</td>
<td>2</td>
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<tr>
<td><strong>Fifth Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DMS 102</td>
<td>Ultrasound Physics and Instrumentation II</td>
<td>3</td>
</tr>
<tr>
<td>DMS 116</td>
<td>Abdominal Ultrasound</td>
<td>4</td>
</tr>
<tr>
<td>DMS 119</td>
<td>Embryology and First Trimester Ultrasound</td>
<td>2</td>
</tr>
</tbody>
</table>
Emergency Medical Technology

Programs

• Emergency Medical Technician Certificate in Applied Science (p. 186)
• Emergency Medical Technology Associate in Applied Science (p. 186)
• EMT-Paramedic Certificate in Applied Science (p. 188)

Emergency Medical Technician Certificate in Applied Science

Program Description

This program will prepare students to pass the NREMT exam and become a certified EMT. Upon completion of this program, students will have the knowledge and skills needed to assess, stabilize and provide pre-hospital emergency medical care to critically ill and injured patients.

Mission Statement

The mission of the Greenville Technical College EMT Department is to prepare entry-level paramedics in the cognitive, psychomotor and affective domains in accordance with the highest professional standards and by using the latest advances in health care technology. Through charismatic instruction, our faculty will instill in students personal attributes of compassion, character and integrity. Faculty are committed to achieving and maintaining the highest standards ethically, academically, professionally and personally while serving as models of exemplary leadership within the medical community.

Entrance Requirements

Acceptable placement test score(s)

• Prior to acceptance into the EMT program, students must meet college entrance requirements.

See “Program Requirements” Section for additional requirements.

Type of Program

Day

Employment Opportunities

Emergency medical services, industry, hospitals

Visit our web page at https://www.gvltec.edu/emt/.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
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<tr>
<td>EMS 105</td>
<td>Emergency Medical Care I</td>
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</tr>
<tr>
<td>EMS 106</td>
<td>Emergency Medical Care II</td>
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<tr>
<td>Total Required Credit Hours</td>
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<td>8</td>
</tr>
</tbody>
</table>

Emergency Medical Technology Associate in Applied Science

Program Description

This program covers all aspects of the paramedic profession and is designed to integrate both theory and practical “hands-on” educational experiences. The flexibility of the curriculum allows the student to enter the profession at two levels (EMT and Paramedic) and continue their education while working. The associate degree Paramedic program is five semesters in length.

Mission Statement

The mission of the Greenville Technical College EMT Department is to prepare entry-level paramedics in the cognitive, psychomotor and affective domains in accordance with the highest professional standards and by using the latest advances in health care technology. Through charismatic instruction, our faculty will instill in students personal attributes of compassion, character and integrity. Faculty are committed to achieving and maintaining the highest standards ethically, academically, professionally and personally while serving as models of exemplary leadership within the medical community.

Entrance Requirements

Acceptable placement test score(s)

• Prior to acceptance into the EMT program, students must meet college entrance requirements.

See “Program Requirements” Section for additional requirements.

Type of Program

Day

Requirements for Completion

A grade of “C” or better is required in all coursework to complete the program.
Employment Opportunities
Emergency medical services, industry, hospitals

Professional Credentials
EMT and Paramedic subject to passing exam by the National Registry of EMTs, BCLS, ACLS, PALS, PHTLS and AMLS

Program Accreditation
The Emergency Medical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

Commission on Accreditation of Allied Health Educational Programs (CAAHEP)
25400 US Highway 19 North
Suite 158
Clearwater, FL 33763
https://www.caahep.org/

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. (CoAEMSP)
8301 Lakeview Parkway
Suite 111-312
Rowlett, TX 75088
Phone: (214) 703-8445
Fax: (214) 703-8992
https://coaemsp.org/

Visit our web page at https://www.gvltec.edu/emt/.

Program Requirements
Acceptance into the Paramedic program is determined by a weighted admission process.

• Complete a Career Talk session for the program. (Career Talk is valid for two years).
• Take the TEAS entrance exam at Placement Testing Center in Admissions and Registration Center.
• Meet criteria on SAT, ACT or college placement tests to be placed into ENG 101 English Composition I* and MAT 105 Introduction to College Algebra or provide proof of transfer credit for both.
• Be 18 years of age or have permission from the department head.
• Have a high school diploma or GED approved by, and on file, in the Enrollment Services Office or meet Department Head's requirements.
• Complete a health physical and all required vaccinations.
• Have a negative 10-panel drug screen for clinical and internship eligibility. Random drug screens may be performed throughout the program.
• Have an acceptable criminal background check for clinical and internship eligibility. Students may be subject to more than one background check during the program based on affiliate requirements.
• Be able to attend all internship and clinical experiences.

EMT students will be admitted in fall, spring and summer semesters to complete EMS 105 Emergency Medical Care I and EMS 106 Emergency Medical Care II. Those who intend to progress through the Paramedic program must also successfully complete BIO 210 Anatomy & Physiology I* and apply for acceptance through the weighted admissions process. Successful completion is a grade of “C” or better.

The remaining Paramedic program requirements (offered in semesters 2 – 5) begin each spring semester. Weighted admissions process:
• Submit a weighted admissions form for spring.
• Paramedic enrollment is September 15 through November 15.
• Students with the highest scores will receive an admissions letter and intent form
• Program orientation is required prior to class start date. Students will be notified in advance of orientation date and time.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: The day paramedic program will start each year in the spring.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>EMS 105</td>
<td>Emergency Medical Care I</td>
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<tr>
<td>EMS 106</td>
<td>Emergency Medical Care II</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology I*</td>
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<td><strong>Second Semester</strong></td>
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<td>EMS 150</td>
<td>Introduction to Advanced Care</td>
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<td>EMS 151</td>
<td>Paramedic Clinical I</td>
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<tr>
<td>BIO 211</td>
<td>Anatomy &amp; Physiology II*</td>
<td>4</td>
</tr>
<tr>
<td>PSY 201</td>
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<td></td>
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<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMS 230</td>
<td>Advanced Emergency Medical Care I</td>
<td>5</td>
</tr>
<tr>
<td>EMS 231</td>
<td>Paramedic Clinical II</td>
<td>2</td>
</tr>
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<td>EMS 232</td>
<td>Paramedic Internship I</td>
<td>2</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
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<td>Total Semester Hours</td>
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<tr>
<td><strong>Fourth Semester</strong></td>
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<td></td>
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<tr>
<td>EMS 240</td>
<td>Advanced Emergency Medical Care II</td>
<td>5</td>
</tr>
<tr>
<td>EMS 242</td>
<td>Paramedic Internship II</td>
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<tr>
<td>MAT 120</td>
<td>Probability and Statistics*</td>
<td>3</td>
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<tr>
<td>Humanities elective</td>
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<td></td>
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<tr>
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<td><strong>Fifth Semester</strong></td>
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<td>Select one of the following:</td>
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<td>EMS 270</td>
<td>NREMT Review</td>
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<td>EMS 204</td>
<td>Dynamic Paramedic Review</td>
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<td>EMS 271</td>
<td>Advanced Emergency Operations</td>
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<td>EMS 272</td>
<td>Paramedic Capstone</td>
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<td>Total Semester Hours</td>
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</tr>
<tr>
<td></td>
<td>Total Required Credit Hours</td>
<td>66</td>
</tr>
</tbody>
</table>
1. General education course
2. BIO 210 Anatomy & Physiology I* must be completed prior to starting 2nd semester courses.
3. BIO 211 Anatomy & Physiology II* must be completed prior to starting 5th semester courses.
4. Must be college transferable
5. See General Education course listing in the GTC College Catalog.
6. Alternate degree completion for certified paramedics. Please see advisor or department head.

EMT-Paramedic Certificate in Applied Science

Federal financial aid is not yet available for this program. South Carolina residents may receive lottery funds, if eligible.

Program Description
This program will provide graduates with the skills and knowledge required to pass the NREMT-paramedic exam and function as an entry-level paramedic in advanced pre-hospital medicine.

Mission Statement
The mission of the Greenville Technical College EMT Department is to prepare entry-level EMTs in the cognitive, psychomotor and affective domains in accordance with the highest professional standards and by using the latest advances in health care technology. Through charismatic instruction, our faculty will instill in students personal attributes of compassion, character and integrity. Faculty are committed to achieving and maintaining the highest standards ethically, academically, professionally and personally while serving as models of exemplary leadership within the medical community.

Entrance Requirements
See “Program Requirements” Section for additional requirements.

Type of Program
Day

Employment Opportunities
Emergency Medical Services, industry, hospitals

Professional Credentials
NREMT and DHEC Paramedic certification subject to passing exam by the National Registry of EMTs, BCLS, ACLS, PALS, PHTLS and AMLS.

Program Accreditation
The Emergency Medical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

Visit our web page at https://www.gvltec.edu/emt/.

Program Requirements
Prior to acceptance into the EMT program, students must meet college entrance requirements.

Prior to entry into the EMT-Paramedic program, students must have completed the Emergency Medical Technician certificate (EMS 105 Emergency Medical Care I and EMS 106 Emergency Medical Care II) and BIO 210 Anatomy & Physiology I* with a grade of “C” or better.

Acceptance into the Paramedic program is determined by a weighted admission process.

- Complete a Career Talk session for the program. (Career Talk is valid for two years.)
- Take the TEAS entrance exam at Placement Testing Center in Admissions and Registration Center.
- Hold a current NREMT-EMT certification.
- Have a high school diploma or GED approved by, and on file, in the Enrollment Services Office.
- Complete a health physical and all required vaccinations.
- Have a negative 10-panel drug screen for clinical and internship eligibility. Random drug screens may be performed throughout the program.
- Have an acceptable criminal background check for clinical and internship eligibility. Students may be subject to more than one background check during the program based on affiliate requirements.
- Be able to attend all internship and clinical experiences.

Program orientation is required prior to class start date. Students will be notified in advance of orientation date and time.

Requirements for Completion
A grade of “C” or better is required in all coursework to complete the program.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology I*</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Semester Hours 4

https://www.caahep.org/
Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. (CoAEMSP)
8301 Lakeview Parkway
Suite 111-312
Rowlett, TX 75088
Phone: (214) 703-8445
Fax: (214) 703-8992
https://coaemsp.org/
Second Semester
BIO 211 Anatomy & Physiology II* 4
EMS 150 Introduction to Advanced Care 5
EMS 151 Paramedic Clinical I 2
Total Semester Hours 11

Third Semester
EMS 230 Advanced Emergency Medical Care I 5
EMS 231 Paramedic Clinical II 2
EMS 232 Paramedic Internship I 2
Total Semester Hours 9

Fourth Semester
EMS 240 Advanced Emergency Medical Care II 5
EMS 242 Paramedic Internship II 2
Total Semester Hours 7

Fifth Semester
EMS 270 NREMT Review 4
EMS 272 Paramedic Capstone 4
Total Semester Hours 8
Total Required Credit Hours 39

1 Prerequisite course. Must be completed with a grade of “C” or better
2 May be exempted if the student currently holds a National Registry EMT certification

Health Information Management Programs
• Cancer Data Management Certificate in Applied Science (p. 189)
• General Technology Associate in Applied Science Health Information Management Systems Technology Career Path (p. 190)
• Health Information Management Associate in Applied Science (p. 191)

Cancer Data Management Certificate in Applied Science
Program Description
Cancer registry careers involve collecting, managing and analyzing incidences of cancer in hospital-based and population-based registries. Data is collected for research, quality management, cancer program development, prevention and surveillance, survival and outcome. Cancer registries comply with established reporting standards and accreditation standards for cancer registration. Examples of day to day responsibilities include:
• Collecting cancer data for clinical outcomes and research
• Preparing reports for physicians and administrators
• Tracking patient treatment plans
• Ensuring data meets state and national standards
• Enforcing patient privacy to prevent violations

Mission Statement
The mission of the Cancer Data Management program at Greenville Technical College is to provide our graduates with the skills and knowledge required by our community of employers to perform the many and varied functions required of cancer registries.

Entrance Requirements
To enroll in this certificate program, it is preferred that students have a minimum of an associate degree. Students who do not have an associate degree must also be enrolled in the General Technical associate degree with a concentration in either Health Information Management or Information Systems Technology.

See “Program Requirements” Section for additional requirements.

Type of Program
Online coursework and a 160-hour practicum in a Cancer Data Management setting

Location
Cancer Data Management (CDM) course work is available online only.

Employment Opportunities
Working in a Cancer Registry Program or organizations or companies that support cancer registration.

Professional Credentials
Upon completion of the Cancer Data Management Certificate, students with an Associate’s Degree are eligible to write the National Cancer Registrars Association (NCRA) Council on Certification examination for certification as a Certified Tumor Registrar (CTR).

Program Accreditation
The Cancer Data Management Certificate in Applied Science program at Greenville Technical College is accredited by the National Cancer Registrars Association.


Program Requirements
Eligibility Requirements
• Completion of the CDM Career Talk
• Attain a minimum cumulative GPA of 2.50 and pass all courses with a “C” or better
• Complete the mandatory CDM new student orientation
• Submit a physical exam form with documentation of required immunizations. (See details in the School of Health Sciences admissions requirements.)
• Submit a signed criminal background release form

Requirements for Completion
The Cancer Data Management certificate includes one practicum course (CDM 260 Cancer Data Management Practicum).
• The practicum course requires that students spend 160 hours in a CDM setting.
• CDM Practicum clinical assignments are required in Phase II and may require travel outside the Greenville area.
• Students are expected to be able to travel to, and arrange accommodations for, the CDM Practicum.
• CDM Practicums are arranged by the program faculty and are completed during normal business hours, Monday through Friday.

**Recommended Program Schedule**

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHS 102</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>CDM 110</td>
<td>Cancer Registry Management I</td>
<td>3</td>
</tr>
<tr>
<td>CDM 120</td>
<td>Cancer Disease Management</td>
<td>3</td>
</tr>
<tr>
<td>HIM 110</td>
<td>Health Information Science I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Hours</strong></td>
<td><strong>12</strong></td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology I*</td>
<td>4</td>
</tr>
<tr>
<td>CDM 130</td>
<td>Abstracting Principles and Practices I</td>
<td>2</td>
</tr>
<tr>
<td>CDM 220</td>
<td>Oncology Coding and Staging Systems</td>
<td>3</td>
</tr>
<tr>
<td>HIM 135</td>
<td>Medical Pathology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Hours</strong></td>
<td><strong>12</strong></td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 211</td>
<td>Anatomy &amp; Physiology II*</td>
<td>4</td>
</tr>
<tr>
<td>CDM 210</td>
<td>Cancer Registry Management II</td>
<td>3</td>
</tr>
<tr>
<td>CDM 230</td>
<td>Abstracting Principles and Practices II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Hours</strong></td>
<td><strong>9</strong></td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDM 250</td>
<td>Cancer Statistics and Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>CDM 260</td>
<td>Cancer Data Management Practicum</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Hours</strong></td>
<td><strong>7</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Credit Hours</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>

**Note:** Students must meet with the academic program director or department head to determine a specific roadmap for completion.

**Type of Program**

This program is designed as a One-Plus-One program. Phase I includes general education and related course work and may be completed at Greenville Tech, any articulating college or other regionally accredited institution. Students may apply for Phase II via weighted admission as they near completion of Phase I courses. Phase II includes all Cancer Data Management and other related coursework, and a practicum.

• Phase I: Day, evening, weekend or online, full or part-time.
• Phase II: HIM and IST course work, as scheduled by the college (face-to-face or online). CDM course work available online and 160-hour practicum in a CDM setting.

**Location**

Phase II Cancer Data Management course work is available online only.

**Requirements for Completion**

The CDM Practicum course requires that students spend 160 hours in a CDM setting.

• The Cancer Data Management program includes one Practicum course. (CDM 260).
• CDM Practicum clinical assignments are required in Phase II and may require travel outside the Greenville area.
• Students are expected to be able to travel to and arrange accommodations for the CDM Practicum.
• CDM Practicums are arranged by the program faculty and are completed during normal business hours, Monday – Friday.

Visit our web page at https://www.gvltec.edu/him/.

**Recommended Program Schedule**

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

**Note:** Please contact your advisor for recommended evening schedules.

**Health Information Management Concentration Recommended Program Schedule**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phase I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHS 102</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology I*</td>
<td>4</td>
</tr>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>BIO 211</td>
<td>Anatomy &amp; Physiology II*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics*</td>
<td>3</td>
</tr>
</tbody>
</table>
Phase II
Third Semester
CDM 110 Cancer Registry Management I 3
CDM 120 Cancer Disease Management 3
HIM 110 Health Information Science I 3
HIM 265 Supervisory Principles 3
HIM 266 Computers in Health Care 3
Fourth Semester
CDM 220 Oncology Coding and Staging Systems 3
CDM 130 Abstracting Principles and Practices I 2
HIM 115 Medical Records & the Law 2
HIM 135 Medical Pathology 3
Fifth Semester
AHS 147 Clinical Pharmacology 3
College Transferable Humanities 3
CDM 210 Cancer Registry Management II 3
CDM 230 Abstracting Principles and Practices II 2
Sixth Semester
CDM 250 Cancer Statistics and Epidemiology 3
CDM 260 Cancer Data Management Practicum 4
Total Required Credit Hours 70

1. MAT 120 Probability and Statistics* must be completed prior to enrolling in IST 272 Relational Database or IST 278 Database Programming

Health Information Management Associate in Applied Science

Program Description
This program represents a continuum of practice concerned with health-related information and the management of systems to collect, store, process, analyze, disseminate and communicate information related to the research, planning, provision, financing and evaluation of health care services.

Mission Statement
The Health Information Management (HIM) Program at Greenville Technical College transforms students’ lives and helps our community thrive by providing students with the skills and knowledge that they need to become accredited HIM professionals, thus providing our community with an educated, engaged workforce committed to life-long learning.

Entrance Requirements
Acceptable placement test score(s)

See “Program Requirements” Section for additional requirements.

Type of Program
This program is designed as a One-Plus-One program. Phase I includes all of the general education and related course work and may be completed at Greenville Tech or any articulating college, or other regionally accredited institution. Students may apply for Phase II as they near completion of Phase I courses. Phase II includes all of the Health Information course work.

- Phase I: Day, evening, weekend or online, full time or part-time;
- Phase II: Day with online component or all online, full time or part-time

Location
Phase II is available at Greenville Tech’s Benson Campus and online.

Employment Opportunities
Acute care facilities, ambulatory health care facilities, industrial clinics, state and federal health agencies, long-term health care facilities, insurance companies, law practices
Professional Credentials
Registered Health Information Technician (RHIT) subject to passing national certifying examination administered by the American Health Information Management Association

Program Accreditation
Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

Visit our web page at https://www.gvltec.edu/him/.

Program Requirements

Phase II eligibility requirements
- Have completed CPT 170 Microcomputer Applications within five years of anticipated entrance into Phase II.
- Phase I (general education) course work must be completed before the final acceptance into Phase II.
- Students must be enrolled in or registered for remaining Phase I course work upon applying to Phase II.
- Have completed Health Information Career Talk (available online).
- Attain a minimum cumulative technical GPA of 2.50 for all Phase I courses and have passed all Phase I courses with a grade of “C” or higher.
- Complete and submit the weighted admission form for Phase II designating your intent for the program type; full-time or part-time. The weighted admission form is available online and must be submitted during the published window period. Instructions for completion and submission of this printable form are included on the application.

Phase II Admissions Requirements
- Attend the mandatory HIM new student orientation via webinar.
- Submit a physical exam form with documentation of required immunization. (See details in the School of Health Sciences admissions requirements.)
- Submit a signed criminal background release form.
- Students are selected based upon weighted admissions score. Weighted admission criteria is available during Career Talk and is available at the program web page https://www.gvltec.edu/him/.

Before beginning the Professional Practice Experience, clinical students must
- Have a negative 10-panel drug screen.
- Have an approved criminal background report. Students may be subject to more than one background check during the program based on affiliate requirements.
- Attend mandatory Professional Practice Experience Orientation for HIM 163 Supervised Clinical Practice I via webinar.
- Be able to attend all Professional Practice Experience clinical experiences.

Requirements for Completion
Professional Practice Experience clinical assignments are required in Phase II and may require travel outside the Greer/Greenville area.

- The Health Information Management program includes two Professional Practice Experience courses: HIM 163 Supervised Clinical Practice I and HIM 164 Supervised Clinical Practice II.
- The Professional Practice Experience courses require that students spend 40 hours in a health care setting.
- Professional Practice Experiences are arranged by the program faculty and are completed during normal business hours, Monday through Friday.
- Students are expected to be able to travel to and arrange accommodations for the Professional Practice Experience assignments if needed.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your assigned HIM advisor for other program and progression options.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHS 102</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology I*</td>
<td>4</td>
</tr>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
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<td>3</td>
</tr>
<tr>
<td>MAT 109</td>
<td>College Algebra with Modeling*</td>
<td></td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics*</td>
<td></td>
</tr>
<tr>
<td>Higher Math</td>
<td>Probability and Statistics*</td>
<td></td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHS 147</td>
<td>Clinical Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 211</td>
<td>Anatomy &amp; Physiology II*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>or SOC 101</td>
<td>Introduction to Sociology*</td>
<td></td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Phase II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time progression will vary from online progression</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traditional full-time day with online component format</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIM 110</td>
<td>Health Information Science I</td>
<td>3</td>
</tr>
<tr>
<td>HIM 215</td>
<td>Registries and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>HIM 216</td>
<td>Coding and Classification I</td>
<td>3</td>
</tr>
<tr>
<td>HIM 265</td>
<td>Supervisory Principles</td>
<td>3</td>
</tr>
<tr>
<td>HIM 266</td>
<td>Computers in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIM 115</td>
<td>Medical Records &amp; the Law</td>
<td>2</td>
</tr>
<tr>
<td>HIM 120</td>
<td>Health Information Science II</td>
<td>3</td>
</tr>
<tr>
<td>HIM 135</td>
<td>Medical Pathology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 163</td>
<td>Supervised Clinical Practice I</td>
<td>3</td>
</tr>
</tbody>
</table>
Magnetic Resonance Imaging

Programs


Magnetic Resonance Imaging Certificate in Applied Science

Program Description

This program prepares students to use high-field magnet and radio-frequency waves to obtain cross-sectional anatomical images of the human body. Greenville Tech offers a two-semester (nine-month) certificate program. This is a post-graduate program for the two-year credentialed radiographer.

Mission Statement

The mission of the Magnetic Resonance Imaging certificate program is to provide well trained and knowledgeable, entry-level MRI technologists to meet the needs of the medical community.

Entrance Requirements

Registered Technologist (American Registry of Radiologic Technologists)

See "Program Requirements" Section for additional requirements.

Type of Program

Weekday/Online (weekday clinical component)

Location

Didactic courses will be taught online with various clinical sites being utilized.

Employment Opportunities

Hospitals, private diagnostic offices, mobile imaging companies, sales, applications

Professional Credentials

Registered Magnetic Resonance Technologist (subject to passing national certification exam)

Upon completion of the program, an individual will be prepared to challenge the ARRT Advanced Registry in Magnetic Resonance Imaging.

Oregon, New Hampshire, New Mexico, North Dakota, and West Virginia require state licensure in order to practice MRI.

Visit our web page at https://www.gvltec.edu/mri/.

Program Requirements

Prior to acceptance students must

- Meet the specific program requirements outlined in the School of Health Sciences admissions requirements.
- Hold credentials with the American Registry of Radiologic Technologists (ARRT) in either radiography, nuclear medicine or radiation therapy and submit a photocopy.
  - New graduates are eligible for application, but are required to pass the ARRT Radiography exam within four weeks of the start of the program.
- Have earned at least a grade of "C" in Anatomy and Physiology.
- Forward an official copy of college transcript and proof of high school graduation.
- Have a physical examination by a licensed, practicing physician indicating good physical and mental health and current immunization history.
- View an online Career Talk Session for the major.
- Submit a CPR card from the American Heart Association Healthcare Provider or the American Red Cross Professional Rescuer course. CPR must remain current throughout the program.
- Submit an acceptable criminal background check. Students may be subject to more than one background check during the program based on affiliate requirements.
- Submit a negative 10-panel drug screen.
- Complete Program Orientation (scheduled for accepted students every August)
- Complete Pre-Clinical Orientation

Requirements for Completion

- Students must obtain a grade of "C" or higher in all program courses to continue in the program.
- Students are required to attend a three-hour online class one day/week and an average of 18 hours of clinical experience weekly.
- Students must complete a total of 495 hours of clinical experience for the MRI program.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 206</td>
<td>Cross-sectional Anatomy for Medical Imaging</td>
<td>2</td>
</tr>
<tr>
<td>MRI 101</td>
<td>Introduction to MRI</td>
<td>1</td>
</tr>
<tr>
<td>MRI 102</td>
<td>MRI Patient Care</td>
<td>1</td>
</tr>
<tr>
<td>MRI 111</td>
<td>MRI Physics</td>
<td>5</td>
</tr>
<tr>
<td>MRI 140</td>
<td>MR Imaging of the Head and Neck</td>
<td>2</td>
</tr>
<tr>
<td>MRI 152</td>
<td>MRI Clinical Practicum I</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td><strong>17</strong></td>
<td></td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRI 121</td>
<td>Advanced MR Imaging Techniques</td>
<td>5</td>
</tr>
</tbody>
</table>

1 General education course
Massage Therapy Programs

• Massage Therapy Certificate in Applied Science (p. 194)

Massage Therapy Certificate in Applied Science

Program Description

This program prepares students for entry-level positions as professional massage therapists.

Mission Statement

The mission of the Massage Therapy Certificate program at Greenville Technical College is to offer a stable, reliable, high quality, affordable program to train students in basic therapeutic massage techniques; to educate them about the wellness model and how the human body is affected by massage; to prepare them for their role in the health care community; and to promote professionalism, caring, high ethical conduct and continuing education among all massage therapists. All faculty associated with the program will maintain high standards of personal and professional integrity.

Entrance Requirements

Placement into ENG 101 English Composition I*, plus high school diploma or GED; Student must be 18 yrs. (17 yrs. with parental approval form)

• Acceptance requires that students attend a Massage Therapy Career Talk session and provide documentation of having received a professional massage.
• Technical standards (physical and mental requirements) for the program are also covered in the Massage Therapy Career Talk session.

Type of Program

Day

Type of Degree

Certificate and/or Associate of Applied Science

Note: Students must meet with the Department Head to determine a specific roadmap for the General Technology degree completion.

Location

This program is offered at Greenville Tech's Benson Campus (Fall & Spring Start)

Total Hours Required for Program

This program consists of 630 contact hours (24 credit hours).

Requirements for Completion

• Once admitted to the program, students must
  • Attend New Massage Therapy Student orientation. (Students accepted into the program will be notified of date and time.)
  • Have a criminal background report with no violent or sexual related offenses. Some criminal offenses older than 7 years may prevent admission into and progression through the program.
  • Have a negative 10-panel drug screen report.
• To complete this certificate program, students must maintain a minimum grade of “C” in all courses (Lecture, Lab & Hands-on Exams)

Professional Credentials

Licensed Massage/Bodywork Therapist must be 18 yrs. (17 yrs. with parental approval form) of age or older; subject to passing massage program and state-recognized national licensure exam.

• Graduates of this program are eligible to take the Federation of State Massage Therapy Boards licensure exam (MBLEX), as required for SC Massage/Bodywork licensure. Fees for the exam are included as a course fee in MTH 124 Massage Business Application.

Employment Opportunities

Private practice, physical fitness facilities, hotels/resorts, sports medicine clinics, hospitals and other health care facilities, spas and cruise ships.

Visit our web page at https://www.gvltec.edu/massage/.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for alternate schedules.

For fall start day students.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH 120</td>
<td>Introduction to Massage</td>
<td>4</td>
</tr>
<tr>
<td>MTH 121</td>
<td>Principles of Massage I</td>
<td>4</td>
</tr>
<tr>
<td>MTH 136</td>
<td>Kinesiology for Massage Therapy</td>
<td>2</td>
</tr>
<tr>
<td>MTH 137</td>
<td>Anatomy and Physiology for Massage Therapy I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Total Semester Hours</td>
<td>12</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 122</td>
<td>Principles of Massage II</td>
<td>4</td>
</tr>
<tr>
<td>MTH 123</td>
<td>Massage Clinical I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 124</td>
<td>Massage Business Application</td>
<td>3</td>
</tr>
</tbody>
</table>
The Massage Therapy Department also offers several electives to enhance the massage student’s education. These courses are optional for the Massage Therapy certificate program and are electives for the Associate of Applied Science General Technology degree:

• MTH 108 Introduction to Aromatherapy
• MTH 110 Principles of Yoga
• MTH 129 Principles of Massage IV
• MTH 130 Aromatherapy I
• MTH 132 Massage Therapy Seminar (ex., Hot Stone/Qingong/Meditation)
• MTH 133 Massage Clinical II
• MTH 135 Massage Practicum
• MTH 142 Sports Massage
• MTH 143 Applied Massage Therapy for Athletes
• MTH 144 Somatic Emotional Release
• MTH 146 Polarity Therapy

1 See program faculty to verify specific topics per semester.

Medical Assistant Programs

• Medical Assistant Certificate in Applied Science (p. 195)
• Medical Scribe Specialist Certificate in Applied Science (p. 196)

Medical Assistant Certificate in Applied Science

Program Description
This program prepares students to become versatile health care professionals who work under the supervision of a physician within medical practices. Unique to this profession is the ability to perform both administrative duties (including filing insurance, billing and coding, and patient scheduling) and clinical duties (such as obtaining vital signs and patient histories, assisting with exams and sterile procedures, performing EKGs, pulmonary function tests and other screenings, collecting and processing CLIA-waived laboratory specimens and providing patient education).

Visit https://www.gvltec.edu/medical-assistant/ for published annual program outcomes.

Mission Statement
The mission of the GTC Medical Assistant program is to prepare students to successfully function as entry-level medical assistants upon program completion. We strive to instill devotion to professionalism, critical thinking and lifelong learning, while providing our graduates with the skills and knowledge required by medical practices, laboratories and multi-specialty health clinics.

Entrance Requirements
Acceptable placement test score(s); plus high school diploma or GED
See “Program Requirements” Section for additional requirements.

Type of Program
Day or evening – Students must choose either the day or evening option upon entry into the major.

• The evening program is offered on a part-time basis and will require an additional term to complete. The evening program schedule limits students to two MED courses per term. Please see your advisor for specific details.
• Students are admitted in the fall for day courses and in the spring for evening courses.

Employment Opportunities
Medical practices, hospital-based outpatient clinics, ambulatory surgery centers and laboratories.

Professional Credentials
Recommended: Certified Medical Assistant – CMA (AAMA) (subject to passing national certification exam) Other professional medical assistant credentials are available to graduates.

Program Accreditation
The Medical Assistant Program at Greenville Technical College is accredited by:

the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board. (http://www.maerb.com/)

Commission on Accreditation of Allied Health Education Program
25400 U.S. Highway 19 North
Suite 158
Clearwater, FL 33763
Phone: (727) 210-2350
https://www.caahep.org/

Visit our web page at https://www.gvltec.edu/medical-assistant/.

Program Requirements
The program has specific admission requirements that are listed below.

Students:

• Must meet college admission requirements
• Must complete the online Medical Assistant Career Talk within two years prior to applying for program admission
• Must complete all prerequisites with a grade of “C” or better and a technical GPA of 2.5 or higher to be eligible for admission into the program
• Must submit a weighted admission form by the appropriate due date.

Students accepted into the Medical Assistant Program are required to

• Pay a non-refundable $100 deposit fee to secure seat in the program.
• Complete a criminal background report. An acceptable report is required for mandatory practicum experiences. Students may be
subject to more than one background check during the program based on affiliate requirements.

- Attend the mandatory program orientation

During the program, students must successfully maintain

- A negative 10-panel drug screen
- Documentation of current Healthcare Provider BLS/CPR certification
- A current physical exam and all required immunizations.
- Attestation to required program Technical Standards
- A signed statement of understanding regarding policies, procedures and requirements of the program

Students will be required to demonstrate competency in applicable knowledge, behavior and skills throughout the program. Failure to achieve satisfactory exam and assignment scores or demonstrate skills competency will prevent completion of the program.

Program-specific uniforms and student IDs are required to be worn to all MED courses and practicums.

A stethoscope and a functioning watch with a second hand are required for MED 112 Medical Assisting Pharmacology, MED 113 Basic Medical Laboratory Techniques, MED 114 Medical Assisting Clinical Procedures and MED 156 Clinical Experience I.

Requirements for Completion

- Unpaid practical experience is a component of this major. Students may not be compensated in any form for practical experiences. Students are responsible for their own transportation to and from the practicum sites. Students must be able to attend all required practicum hours.
- Practicum experience typically requires daytime attendance, from Monday to Friday, for 2-3 weeks in a row. Practicum occurs within the following courses: MED 107 Medical Office Management and MED 156 Clinical Experience I.
- Prior to practicum placement, students are responsible for completing all required training modules and ensuring all practicum-specific requirements and certifications are completed.
- Successful completion of all core cognitive, psychomotor and affective competencies is required to pass all MED courses. Competencies must be completed in full prior to practicum placement.
- A minimum grade of “C” is required to successfully pass MED courses.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a daytime schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Medical Terminology 3</td>
<td></td>
</tr>
<tr>
<td>BIO 112</td>
<td>Basic Anatomy &amp; Physiology 4</td>
<td></td>
</tr>
<tr>
<td>CPT 170</td>
<td>Microcomputer Applications 3</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I 3</td>
<td></td>
</tr>
</tbody>
</table>

Recommended Day Program Schedule

First Semester

MED 102 Introduction to the Medical Assisting Profession 2
MED 104 Medical Assisting Administrative Procedures 4
MED 107 Medical Office Management 4

Second Semester

MED 112 Medical Assisting Pharmacology 2
MED 113 Basic Medical Laboratory Techniques 3
MED 114 Medical Assisting Clinical Procedures 4

Third Semester

MED 156 Clinical Experience I 6

Total Required Credit Hours 38

^ General education course

Medical Scribe Specialist Certificate in Applied Science

Program Description

This program will prepare students to accurately perform real-time documentation of provider-patient encounters at the point of service and input physician-communicated information into the electronic health record while under the constant supervision of the medical provider.

Mission Statement

The mission of the Medical Scribe Specialist program at Greenville Technical College is to provide our graduates with the skills and knowledge required by our community of employers to perform the varied functions required of the medical scribe.

Entrance Requirements

Students must be a certified medical assistant or have an associate degree in a related healthcare field or relevant experience in medical records documentation prior to acceptance into the program. The program director must review documentation of current credential, related work experience or degree, to determine if it meets program entrance requirements.

See “Program Requirements” Section for additional requirements.

Type of Program

Day or Evening, online with required face-to-face clinical experiences

Employment Opportunities

Medical practices, hospital-based outpatient clinics, ambulatory surgery centers and emergent care

Visit our web page at https://www.gvltec.edu/medical-assistant/.

Program Requirements

The program has specific admission requirements that are listed below.
• Students must meet college admission requirements.
• Students must meet with program director to review and approve program entrance requirements prior to registering for program-specific courses.

Students accepted for entry into the Medical Scribe Specialist program are required to

• Pay a non-refundable $100 deposit fee to secure seat in the program.
• Complete a criminal background report. An acceptable report is required for mandatory practicum experiences. Students may be subject to more than one background check during the program based on affiliate requirements.
• Attend the mandatory program orientation

During the program, students must successfully maintain

• A negative 10-panel drug screen
• Documentation of current Healthcare Provider BLS/CPR certification
• A current physical exam and all required immunizations.
• Attestation to required program technical standards
• A signed statement of understanding regarding policies, procedures and requirements of the program

Requirements for Completion

• Unpaid practical experience is a component of this major. Students may not be compensated in any form for practical experiences. Students are responsible for their own transportation to and from the practicum sites. Students must be able to attend all required practicum hours.
• Prior to practicum placement, students are responsible for completing all required training modules and ensuring all practicum-specific requirements are completed.
• A minimum grade of "C" is required to successfully pass MED courses.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended part-time schedules.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Prerequisite courses</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prior to entry into the Medical Scribe courses, students must complete the following prerequisites with a grade of &quot;C&quot; or better in all individual courses:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AHS 102 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BIO 112 Basic Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ENG 165 Professional Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Recommended Program-Specific Course Schedule</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HIM 101 Introduction to Health Information</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>HIM 102 Introduction to Coding &amp; Classification Systems</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>MED 126 Introduction to the Medical Scribe Profession</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>MED 127 Pathophysiology for the Medical Scribe</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MED 154 Medical Scribe Practicum I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>MED 155 Medical Scribe Practicum II</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Required Credit Hours 21

1 General education course
2 Students taking online courses for the first time must enroll in COL 111 E-Learning Success prior to, or at the same time as, their first online course. HIM 101 Introduction to Health Information, HIM 102 Introduction to Coding & Classification Systems, MED 126 Introduction to the Medical Scribe Profession and MED 127 Pathophysiology for the Medical Scribe are program-specific online courses.

Medical Laboratory Technology

Programs

• Medical Laboratory Technology Associate in Applied Science

Program Description

This program trains students to analyze human blood, body fluids or tissue samples to detect and diagnose diseases using microscopes, blood analyzers and other scientific equipment.

Mission Statement

The mission of the Medical Laboratory Technology program is to provide the highest-quality learning opportunities, primarily to the residents of Greenville County. Specifically, the program strives to produce graduates who are proficient in the entry-level skills required of a medical laboratory technician. In addition to specific technical skills, graduates have opportunities to acquire competence in critical thinking, problem-solving, written and oral communication, computing, teamwork and other skills that enhance their professional careers. Upon completion of the MLT program, students are awarded an Associate in Applied Science degree in Medical Laboratory Technology and are eligible to take a national certification exam. The majority of graduates become employed in a clinical laboratory setting.

Entrance Requirements

Acceptable placement test score(s), 19 ACT or 920 SAT; high school algebra, biology & chemistry are strongly recommended

See "Program Requirements" Section for additional requirements.

Type of Program

Day

Location

This program is located on Greenville Tech’s Northwest Campus.

Employment Opportunities

Hospitals, private offices, blood centers, industrial/pharmaceutical labs
Professional Credentials
Medical Laboratory Technician (subject to passing external certification exam)

Program Accreditation
National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Road
Suite 720
Rosemont, IL 60018-5119
(773) 714-8880
- Graduates are eligible to sit for the national registry examinations.
Visit our web page at https://www.gvltec.edu/mlt/.

Program Requirements
Prior to acceptance students must
- Meet the specific program requirements outlined in the School of Health Sciences admissions requirements.
- Have completed CHM 100 Introductory Chemistry (Non-Degree Credit) or CHM 110 College Chemistry I* with a grade of "C" or higher.
- Be eligible for enrollment in MAT 120 Probability and Statistics*.
- Have completed ENG 101 English Composition I* with a grade of "C" or better.
- Have completed BIO 216 Physiology (or BIO 210 Anatomy & Physiology I* and BIO 211 Anatomy & Physiology II*) with a grade of "C" or better.
- Have a cumulative GPA of 2.5 for related courses already taken.
- Complete a Career Talk session for the major within the last two years.
- Take the TEAS entrance exam at Placement Testing Center in Admissions and Registration Center.
- Submit a completed MLT Weighted Admission form between May 15 and June 15. Students are selected based on a weighted admissions process. Students with the highest scores will receive an admissions letter and intent form. To reserve a seat, students must pay a $100 non-refundable deposit. Formal acceptance is contingent upon an acceptable criminal background check and a negative drug screening. The program only admits students each fall.
- Have a negative 10-panel drug screen.
- Have an acceptable criminal background check. Students may be subject to more than one background check during the program based on affiliate requirements.
- Students must be able to attend all clinical experiences.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: In addition to the courses listed, students must also complete CHM 100 Introductory Chemistry (Non-Degree Credit) (or higher) as a prerequisite for submitting a weighted admission form for MLT.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 216</td>
<td>Physiology</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics*</td>
<td>3</td>
</tr>
<tr>
<td>Total Semester Hours</td>
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<td>10</td>
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<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLT 101</td>
<td>Introduction to Medical Lab Technology</td>
<td>2</td>
</tr>
<tr>
<td>MLT 130</td>
<td>Clinical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MLT 115</td>
<td>Immunology</td>
<td>3</td>
</tr>
<tr>
<td>MLT 105</td>
<td>Medical Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>Total Semester Hours</td>
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</tr>
<tr>
<td>Third Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLT 120</td>
<td>Immunohematology</td>
<td>4</td>
</tr>
<tr>
<td>MLT 110</td>
<td>Hematology</td>
<td>4</td>
</tr>
<tr>
<td>MLT 230</td>
<td>Advanced Clinical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MLT 205</td>
<td>Advanced Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>Total Semester Hours</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLT 108</td>
<td>Urinalysis &amp; Body Fluids</td>
<td>3</td>
</tr>
<tr>
<td>MLT 210</td>
<td>Advanced Hematology</td>
<td>4</td>
</tr>
<tr>
<td>MLT 241</td>
<td>Medical Lab Transition</td>
<td>3</td>
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<td>Total Semester Hours</td>
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<td>10</td>
</tr>
<tr>
<td>Fifth Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLT 251</td>
<td>Clinical Experience I</td>
<td>5</td>
</tr>
<tr>
<td>MLT 252</td>
<td>Clinical Experience II</td>
<td>5</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Fine Arts course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Total Semester Hours</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Sixth Semester</td>
<td></td>
<td></td>
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<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>or SOC 101</td>
<td>Introduction to Sociology*</td>
<td></td>
</tr>
<tr>
<td>MLT 253</td>
<td>Clinical Experience III</td>
<td>5</td>
</tr>
<tr>
<td>MLT 254</td>
<td>Clinical Experience IV</td>
<td>5</td>
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<td>Total Semester Hours</td>
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<td>13</td>
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<tr>
<td>Total Required Credit Hours</td>
<td></td>
<td>78</td>
</tr>
</tbody>
</table>

1 MAT 109 College Algebra with Modeling or MAT 110 College Algebra* may be substituted for MAT 120 Probability and Statistics*.
2 SPC 200 Introduction to Speech Communication or SPC 209 Interpersonal Communication may be substituted for SPC 205 Public Speaking*.
3 It is strongly recommended that one of the following courses be selected for the 3-hour Humanities elective; SPA 102 Elementary Spanish I* or SPA 201 Intermediate Spanish I*; PHI 110 Ethics*; REL 101 Introduction to Religion

Note: Entry-level foreign language courses (SPA 101 Elementary Spanish I*, FRE 101 Elementary French I* or GER 101 Elementary German I*) are not acceptable.
Nursing Programs

- Nursing Associate in Applied Science (p. 199)

Post RN Specialty Courses

Program Description

Post RN Specialty Courses are designed to facilitate the development of competence necessary to meet the needs of patients with critical conditions. The courses provide basic knowledge and skills necessary for safe, competent and effective nursing practice in critical care and other specialty units as well as telemetry and monitored areas.

Entrance Requirements

Registered nurse or permission of instructor. Contact Nursing Specialties (864) 250-8216 for enrollment information. Online registration is not available.

Type of Program

Day

Employment Opportunities

Critical care units, oncology units, operating rooms, home health agencies, urology units, obstetrical units, ER, trauma areas, telemetry and monitored areas

Available Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 230</td>
<td>Physical Assessment ¹</td>
<td>3</td>
</tr>
<tr>
<td>NUR 247</td>
<td>Critical Care I ¹</td>
<td>3</td>
</tr>
<tr>
<td>NUR 248</td>
<td>Critical Care II ¹</td>
<td>2</td>
</tr>
<tr>
<td>NUR 250</td>
<td>Critical Care Cardiovascular</td>
<td>2</td>
</tr>
<tr>
<td>NUR 260</td>
<td>Dysrhythmia Interpretation</td>
<td>2</td>
</tr>
<tr>
<td>NUR 261</td>
<td>Pediatric Dysrhythmia</td>
<td>1</td>
</tr>
<tr>
<td>NUR 254</td>
<td>Basic Arrhythmia and Cardiovascular Nursing</td>
<td>3</td>
</tr>
</tbody>
</table>

¹ Note: Many of the Nursing Specialties courses can be taken by students while in the Associate Degree Nursing program and can be used as transfer credit or to enhance employability.

Visit our web page at https://www.gvltec.edu/nursing/.

Nursing Associate in Applied Science

Program Description

This program covers all aspects of the nursing profession and is designed to integrate both theory and practical "hands-on" educational experiences.

Mission Statement

The Nursing Department is dedicated to the preparation of individuals to meet the health care needs of the public. Graduate nurses will be able to use essential knowledge, attitudes, skills and technology to meet the healthcare needs of patients, families and communities while recognizing the need for an individualized plan of care. Faculty members strive to incorporate essential competencies for nurse educators while preparing graduates who will become the future of the nursing profession.

Entrance Requirements

Acceptable placement test score(s)

See “Program Requirements” Section for additional requirements.

Type of Program

Day – Please note that this program requires one semester of general education courses prior to beginning two years of clinical work. Note: Due to the competitive program admission process, it is recommended that all general education courses be completed prior to application to the NUR program. This can add to the overall length of the program.

Employment Opportunities

Hospitals, nursing homes, clinics, physicians’ offices, home health agencies, industrial nursing

Professional Credentials

Registered Nurse (subject to passing exam)

Program Accreditation

South Carolina Department of Labor, Licensing and Regulation, State Board of Nursing for South Carolina
Synergy Business Park, Kingstree Building
110 Centerview Dr., Suite 202
Columbia, SC 29210
(803) 896-4550

Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
https://www.acenursing.org/

Visit our web page at https://www.gvltec.edu/nursing/.

Program Requirements

Nursing Associate Degree Requirements

In order to be eligible for seating into the program, students must meet college admission requirements and

- Complete an online Career Talk (current within two years).
- The full version of ATI TEAS® or TEAS V must be completed prior to submitting application.
- Applicants are responsible for checking the version number of TEAS test.
- Students may test at GTC’s Placement Testing Center in Admissions and Registration Center.
- It is the applicant’s responsibility to ensure that results of TEAS testing from other locations are sent to GTC directly by logging into ATI using their account information and requesting a transcript.
- TEAS test scores are valid for five (5) years.
- Meet criteria on SAT, ACT or college placement tests and have completed ENG 101 English Composition I*, MAT 120 Probability and
Students are admitted fall, spring and summer semesters.

- Seating Process:
  - Submit a weighted admission form between the dates of March 15 – May 15 for potential admission into the August, October or January class. Submit a weighted admission form between the dates of July 15 – September 15 for potential admission into the March or May class.
  - Students with the highest scores will receive an admissions letter, an intent form used to pay the $100 deposit and physical exam with detailed written requirements.
  - To reserve a seat, students must pay a $100 non-refundable deposit and complete the physical exam form (physical may not be more than 12 months prior to beginning NUR courses) by the due date set in admission letter. Program completion is contingent upon a crime-free criminal background check and a negative drug screening.
  - The following general education classes may be taken with NUR courses or prior to entering the NUR program: BIO 211 Anatomy & Physiology I*, BIO 225 Microbiology*, SPC 205 Public Speaking*, and a university transferable humanities course (see catalog description of a university transferable humanities).
  - A grade of "C" or higher is required in all related general education courses.
  - A grade of "C" or higher is required in biophysical science courses. Biophysical science courses must be completed within five years of entering the clinical phase of the Nursing program. Biophysical science courses may be repeated one time only to achieve a passing grade.
  - Students are encouraged to consider general education courses that transfer to BSN completion programs and Post RN Specialty courses, which may enhance employability.
  - Students must have evidence of valid healthcare provider CPR certification, preclinical orientation, completed health physical and documentation of required immunizations as a course requirement for NUR 139 Introduction to Nursing Concepts.
  - A negative 10-panel drug screen is required for clinical eligibility. Random drug screens may be performed throughout the program.
  - A crime-free criminal background check is required for clinical experiences. Students may be subject to more than one background check during the program based on affiliate requirements.
  - Any student who has ever been convicted of a crime or felony must contact the South Carolina Board of Nursing for further instructions related to state licensure.
  - Students must be able to attend all clinical experiences.
  - NUR courses are seven weeks in length.
  - Students will be required to take comprehensive competency exams for theory and skills throughout and at the end of the nursing program. Failure to achieve satisfactory scores or demonstrate skills competency may affect progression in nursing courses, progression through the nursing curriculum and graduation.
  - Students who have been accepted into the college but not yet accepted into the Nursing Program will be considered Pre-Nursing and will be coded as Associate of Science majors. See assigned advisor for questions regarding this matter.

**Nursing Associate Degree Requirements for students who hold a South Carolina LPN license**

Prior to acceptance students must

- Meet college admissions requirements.
- Meet program eligibility requirements including
  - Be a graduate of a state board approved Practical Nursing program.
  - Hold an active South Carolina LPN license.
  - Be employed within the past six months in an acute care or long-term care facility as a practicing nurse in a relevant job.
  - Have current letters of recommendation from a school of nursing and/or current employer.
  - Have completed an online RN Career Talk and Advanced Placement Career Talk in person within the past 2 years
  - Have attended a pre-admission interview.
- Meet program admissions requirements including
  - Have completed all general education courses (listed below) and have a technical GPA of 2.50 (required for general education courses).
  - Biophysical science courses may be repeated only one time to achieve a passing grade.
  - BIO 216 Physiology may be taken to validate an expired BIO 210 Anatomy & Physiology I* and BIO 211 Anatomy & Physiology II*.
  - The full version of ATI TEAS® or TEAS V must be completed prior to submitting application.
  - Applicants are responsible for checking the version number of TEAS test.
  - Students may test at GTC’s Placement Testing Center in Admissions and Registration Center.
  - It is the applicant’s responsibility to ensure that results of TEAS testing from other locations are sent to GTC directly by logging into ATI using their account information and requesting a transcript.
  - TEAS test scores are valid for five (5) years.
  - Take the PN Comprehensive Exam and remediate unsuccessful areas of content. Remediation due the day of Nursing Orientation. Contact (864) 250-8705 to set up testing.
  - Students will receive 21 hrs. of credit for Phase I and Phase II of the ADN program and can enter Phase III after successfully completing NUR 190 Fundamental Nursing and Patient Care Skills, NUR 201 Transition Nursing and NUR 230 Physical Assessment.

Prior to entering clinical the student will:

- Have evidence of valid healthcare provider CPR certification, preclinical orientation, completed health physical and documentation of required immunizations as a course requirement for NUR 201 Transition Nursing.
- Have a negative 10-panel drug screen for clinical eligibility. Random drug screens may be performed throughout the program.
- Have a crime-free criminal background check.
- Students must be able to attend all clinical experiences.

Students who have been accepted into the college, but not yet accepted into the Nursing Program, will be considered Pre-Nursing and will
Prior to entering clinicals, the student will be coded as Associate of Science majors. See assigned advisor for questions regarding this matter.

**Nursing Associate Degree Requirements for students who hold an active SC paramedic license and an associate degree**

Prior to acceptance students must:

• Meet college admissions requirements.
• Meet program eligibility requirements including
  • Be a graduate of an associate degree program from a regionally accredited college.
  • Be a graduate of a state-approved Paramedic program.
  • Hold active national South Carolina Paramedic state certification cards.
  • Be employed within the past 6 months as a paramedic in a relevant job.
  • Have current letters of recommendation from a paramedic school and/or current employer.
  • Have completed online RN Career Talk and attended Advanced Placement Career talk in person within the past 2 years
• Have attended a pre-admission interview.
• Meet program admissions requirements including
  • Have completed all general education courses (listed below) and have a technical GPA of 2.50 (required for general education courses).
  • Biophysical science courses must be completed within five years of entering the clinical phase of the Nursing program.
• Biophysical science courses may be repeated one time only to achieve a passing grade.
• BIO 216 Physiology may be taken to validate an expired BIO 210 Anatomy & Physiology I* and BIO 211 Anatomy & Physiology II*.
• The full version of ATI TEAS® or TEAS V must be completed prior to submitting application.
  • Applicants are responsible for checking the version number of TEAS test.
  • Students may test at GTC’s Placement Testing Center in Admissions and Registration Center.
  • It is the applicant’s responsibility to ensure that results of TEAS testing from other locations are sent to GTC directly by logging into ATI using their account information and requesting a transcript.
  • TEAS test scores are valid for five (5) years.
  • Take the PN Comprehensive Exam and remediate unsuccessful areas of content. Remediation due the day of Nursing Orientation. Contact (864) 250-8705 to set-up testing.
• Students will receive 21 hrs. of credit for Phase I and Phase II of the ADN program and can enter Phase III after successful completion of NUR 190 Fundamental Nursing and Patient Care Skills, NUR 201 Transition Nursing and NUR 230 Physical Assessment.

Prior to entering clinicals, the student will

• Have evidence of valid healthcare provider CPR certification, preclinical orientation, completed health physical and documentation of required immunizations as a course requirement for NUR 201.
• Have a negative 10-panel drug screen for clinical eligibility. Random drug screens may be performed throughout the program.
• Have a crime-free criminal background check.
• Students must be able to attend all clinical experiences.

Students who have been accepted into the college, but not yet accepted into the Nursing Program, will be considered Pre-Nursing and will be coded as Associate of Science majors. See assigned advisor for questions regarding this matter.

**Nursing Associate Degree Requirements for students who are registered respiratory therapists**

Prior to acceptance students must

• Meet college admissions requirements.
• Meet program eligibility requirements including
  • Be a graduate of an associate degree program from a regionally accredited college.
  • Be a graduate of a state-approved Respiratory Therapy program.
  • Hold an active South Carolina registered respiratory therapist license.
  • Be employed within 6 months as a registered respiratory therapist in a relevant job.
  • Have current letters of recommendation from a respiratory therapy school and/or current employer.
  • Have completed online RN Career Talk and Advanced Placement Career Talk in person within the past 2 years
• Have attended a pre-admission interview
• Meet program admissions requirements including
  • Have completed all general education courses (listed below) and have a technical GPA of 2.50 (required for general education courses).
  • Biophysical science courses must be completed within five years of entering the clinical phase of the Nursing program.
• Biophysical science courses may be repeated one time only to achieve a passing grade.
• BIO 216 Physiology may be taken to validate an expired BIO 210 Anatomy & Physiology I* and BIO 211 Anatomy & Physiology II*.
• The full version of ATI TEAS® or TEAS V must be completed prior to submitting application.
  • Applicants are responsible for checking the version number of TEAS test.
  • Students may test at GTC’s Placement Testing Center in Admissions and Registration Center.
  • It is the applicant’s responsibility to ensure that results of TEAS testing from other locations are sent to GTC directly by logging into ATI using their account information and requesting a transcript.
  • TEAS test scores are valid for five (5) years.
  • Take the PN Comprehensive Exam and remediate unsuccessful areas of content. Remediation due the day of Nursing Orientation. Contact (864) 250-8705 to set-up testing.
• Students will receive credit for Phase I and Phase II of the ADN program and can enter Phase III after successful completion of...
Prior to entering clinicals, the student will:

- Have evidence of valid healthcare provider CPR certification, preclinical orientation, completed health physical and documentation of required immunizations as a course requirement for NUR 201.
- Have a negative 10-panel drug screen for clinical eligibility. Random drug screens may be performed throughout the program.
- Have a crime-free criminal background check.
- Students must be able to attend all clinical experiences.

Students who have been accepted into the college, but not yet accepted into the Nursing Program, will be considered Pre-Nursing and will be coded as Associate of Science majors. See assigned advisor for questions regarding this matter.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Nursing Recommended Program Schedule

Note: Due to the required Pre-Nursing courses and the weighted admission process, the program length will be longer than two years.

### Course Title Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology</td>
<td>4</td>
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<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

**Phase I**

- BIO 211 Anatomy & Physiology II | 4
- NUR 139 Introduction to Nursing Concepts | 3
- NUR 141 Pharmacological Therapies I | 2
- NUR 143 Basic Care and Comfort | 3
- NUR 144 Pharmacological Therapies II | 1

**Phase II**

- BIO 225 Microbiology | 4
- NUR 145 Physiological Adaptation and Risk Reduction I | 4
- NUR 146 Physiological Adaptation and Risk Reduction II | 4
- NUR 156 Physiological Adaptation and Risk Reduction III | 4

**Phase III**

- SPC 205 Public Speaking | 3
- NUR 239 Mental Health Nursing Concepts | 4
- NUR 241 Health Promotion and Risk Reduction-Maternal/Child | 4
- NUR 243 Health Promotion and Risk Reduction-Children | 4

**Phase IV**

- NUR 253 Physiological Integrity | 4
- NUR 256 Management of Care | 4
- Humanities Elective | 3

**BSN Prerequisites (Optional)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 190</td>
<td>Fundamental Nursing and Patient Care Skills</td>
<td>3</td>
</tr>
<tr>
<td>NUR 230</td>
<td>Physical Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NUR 201</td>
<td>Transition Nursing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Phase I and Phase II additional requirements**

- NUR 190 Fundamental Nursing and Patient Care Skills | 1
- NUR 230 Physical Assessment | 3
- NUR 201 Transition Nursing | 3

**Phase III**

- NUR 239 Mental Health Nursing Concepts | 4
- NUR 241 Health Promotion and Risk Reduction-Maternal/Child | 4
- NUR 243 Health Promotion and Risk Reduction-Children | 4
- NUR 253 Physiological Integrity | 4
- NUR 256 Management of Care | 4

Total Required Credit Hours: 54

1. General education course
2. Must be college transferable.
3. All nursing courses are seven weeks in length.

Occupational Therapy Assistant Programs

- Occupational Therapy Assistant Associate in Applied Science (p. 202)
therapy assistants, under the supervision of occupational therapists, help people of all ages regain, develop or master everyday skills in order to live independent, productive and meaningful lives.

**Mission Statement**
The mission of the Occupational Therapy Assistant program, in conjunction with Greenville Technical College’s mission, is to offer a quality post-secondary program that is accessible and drives personal and economic growth through learning. The program faculty is committed to assisting students from diverse backgrounds in achievement of the skills, knowledge and professional behaviors necessary for successful employment as an occupational therapy assistant in a variety of health care settings. Greenville Technical College’s OTA program strives to graduate competent individuals who are able to perform as entry-level, state-licensed and nationally certified occupational therapy assistants while upholding the ethical standards and values of the profession.

**Entrance Requirements**
Acceptable placement test score(s); plus high school diploma or GED

See “Program Requirements” Section for additional requirements.

**Type of Program**
This program is designed as a One-Plus-One program. Phase I includes all general education and related coursework that may be completed at Greenville Technical College or any articulating college. Students who anticipate completing all Phase I courses with the appropriate grades and technical GPA are eligible to submit Weighted Admissions Form for entry into Phase II.

Phase I: Day, evening or weekend; full-time or part-time for academic course work

Phase II: Full-time or part-time day for academic coursework and full-time day for fieldwork affiliations.

**Location**
Phase II of the OTA program is only available at Greenville Tech’s Benson Campus.

- Students from articulating colleges must be able to travel to and/or locate accommodations near the Benson Campus.
- Fieldwork course assignments during Phase II must be completed within 18 months of completion of academic preparation and may require students to travel and arrange temporary accommodations away from home.

**Employment Opportunities**
Hospitals, clinics, rehabilitation centers, schools, home health care, mental health facilities, long-term care facilities, private practice, industrial consulting and research

**Professional Credentials**
Certified Occupational Therapy Assistant (COTA) (subject to passing national exam)

- Graduates are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

**Program Accreditation**
Accreditation Council for Occupational Therapy Education (ACOTE)
c/o Accreditation Department, American Occupational Therapy Association (AOTA)
6116 Executive Boulevard, Suite 200
North Bethesda, MD 20852-4929
email: accred@aota.org
(301) 652-6611 Ext. 2042 FAX: (240) 762-5140

Visit our web page at https://www.gvltec.edu/ota/.

**Program Requirements**

**Phase I requirements**
- Complete Greenville Tech application.
- Submit all high school transcripts or GED and official college transcripts, if applicable.
- Achieve acceptable placement score for Phase I courses.
- Strongly recommend that students meet with a School of Health Sciences advisor to plan course progression.

Upon successful completion of all Phase I courses, qualified students are eligible to apply to Phase II, the final five (full-time enrollment) or seven (part-time enrollment) of academic and clinical occupational therapy assistant coursework.

**Phase II admission requirements**
- Attend a Career Talk session for the OTA program within 2 years of admission to Phase II.
- Meet all of the requirements for Phase I.
- Attain a minimum cumulative GPA of 2.50 for all Phase I courses and have passed all Phase I courses with a minimum grade of “C” or higher on the first or second attempt.
- OTA program applicants are required to complete the Test of Essential Academic Skills (TEAS) prior to submitting a weighted admissions form for program admission. Scores from the TEAS test will be used in the point calculations on the Weighted Admissions form.
- Students are selected for OTA Program Phase II admission based upon weighted admissions score. Students who complete all general education courses with the appropriate grade by the end of the fall term will be considered first. Students who complete the general education courses during the spring will be seated only when space is available. Students with the highest weighted admission score are accepted into Phase II based on space availability. Weighted admission criteria can be obtained at Career Talk session and at https://www.gvltec.edu/ota/.

**After acceptance into Phase II of the OTA program**
Students will be required to:
• Attend OTA Program new student orientation.
• Have a negative 10-panel drug screen.
• Complete the online preclinical orientation.
• Submit documentation of current Healthcare Provider CPR certification.
• Have an acceptable criminal background report. Students may be subject to more than one background check during the program based on affiliate requirements.
• Submit documentation of current physical exam and required immunizations.
• Be able to attend all fieldwork affiliations on a full-time basis during scheduled fieldwork affiliation dates.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phase I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHS 102</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology I*</td>
<td>4</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 211</td>
<td>Anatomy &amp; Physiology II*</td>
<td>4</td>
</tr>
<tr>
<td>PSY 203</td>
<td>Human Growth and Development*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 212</td>
<td>Abnormal Psychology*</td>
<td>3</td>
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<td>Select one of the following:</td>
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<tr>
<td>MAT 109</td>
<td>College Algebra with Modeling ¹</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics* ¹</td>
<td>3</td>
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<tr>
<td>Higher College Transferable Math</td>
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<td></td>
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<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
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<tr>
<td>or SPC 209</td>
<td>Interpersonal Communication</td>
<td></td>
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<tr>
<td>Humanities elective</td>
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<td>3</td>
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<tr>
<td><strong>Phase II</strong></td>
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</tr>
<tr>
<td><strong>Summer</strong></td>
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</tr>
<tr>
<td>OTA 103</td>
<td>Introduction to Occupational Therapy</td>
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</tr>
<tr>
<td>OTA 163</td>
<td>Psycho-Social Aspects of Occupational Therapy</td>
<td>2</td>
</tr>
<tr>
<td>OTA 200</td>
<td>Introduction to Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fall</strong></td>
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<tr>
<td>OTA 130</td>
<td>Therapeutic Media I</td>
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<tr>
<td>OTA 131</td>
<td>Occupational Performance I</td>
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</tr>
<tr>
<td>OTA 153</td>
<td>Clinical Applications I</td>
<td>5</td>
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<tr>
<td>OTA 203</td>
<td>Kinesiology for Occupational Therapy</td>
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<tr>
<td><strong>Spring</strong></td>
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<tr>
<td>OTA 135</td>
<td>Therapeutic Media II</td>
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<td>OTA 136</td>
<td>Occupational Performance II</td>
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<tr>
<td>OTA 140</td>
<td>Clinical Introduction</td>
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<tr>
<td>OTA 245</td>
<td>Occupational Therapy Departmental Management</td>
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<tr>
<td>OTA 253</td>
<td>Clinical Application II</td>
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<td><strong>Summer</strong></td>
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<td>OTA 260</td>
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<tr>
<td>OTA 268</td>
<td>Clinical VI</td>
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</table>

Total Required Credit Hours 77

Patient Care Technology Programs
• Patient Care Technician Certificate in Applied Science (p. 204)

Patient Care Technician Certificate in Applied Science

Program Description
This program provides students with the knowledge and skills to prepare for a position as a patient care technician, which is an unlicensed, assistive person working under the direction and supervision of a registered nurse.

The Patient Care Technician program has designed a curriculum that is educationally flexible and provides career mobility. Graduates are prepared to practice safely within their identified scope of practice and to promote, protect and improve the health of the diverse community.

Mission Statement
It is the mission of the Patient Care Technician Program to actively develop and maintain collaborative partnerships with its diverse health care community and meet rapidly changing employment needs. The student will graduate with the necessary skills to function as an entry-level patient care technician.

Entrance Requirements
Acceptable placement test score(s); plus high school diploma or GED. Must be 18 years old.

See “Program Requirements” Section for additional requirements.

Type of Program
Day

Location
The program is offered during the day only at the Northwest campus and is completed in one semester.

Employment Opportunities
Hospitals, doctors’ offices, medical clinics, nursing homes, home health

Visit our web page at https://www.gvltec.edu/pct/.
Program Requirements
• Prior to class registration, students must
  • Complete the online PCT Career Talk.
  • Meet minimum requirements to be placed into MAT 105 Introduction to College Algebra & ENG 101 English Composition I*.
  • Complete Letter of Intent and pay a non-refundable deposit of $100 prior to the day of registration.
• Students completing the Patient Care Technician Program receive points on the weighted admission form for Nursing and other health care programs offered at GTC.
• Students must be able to attend all clinical experiences.
• Students must have evidence of a valid healthcare provider CPR certification, preclinical orientation and completed health physical, including required immunizations, as a course requirement for NUR 151 Basic Patient Care I.
• An acceptable criminal background check is required for clinical experiences.
• A negative 10-panel drug screen is required for clinical experiences. Random drug screens may be performed throughout the program.
• After registering for the PCT program, students are required to attend a scheduled mandatory orientation meeting.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 151</td>
<td>Basic Patient Care I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 152</td>
<td>Basic Patient Care II</td>
<td>3</td>
</tr>
<tr>
<td>NUR 153</td>
<td>PCT Clinical Experiences</td>
<td>2</td>
</tr>
<tr>
<td>AHS 142</td>
<td>Phlebotomy</td>
<td>2</td>
</tr>
<tr>
<td>Total Required Credit Hours</td>
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<td>10</td>
</tr>
</tbody>
</table>

Pharmacy Technician Programs
• Pharmacy Technician Certificate in Applied Science (p. 205)

Pharmacy Technician Certificate in Applied Science
Program Description
The pharmacy technician works under the direct supervision of a registered pharmacist, as part of the team responsible for carrying out a physician’s pharmaceutical orders. Pharmacy technicians assist in compounding, distributing and dispensing medications.

Mission Statement
The mission of the Pharmacy Technician certificate program is to provide the experienced, registered pharmacy technician the opportunity to complete the educational requirement necessary to become a state certified pharmacy technician in an expedient and thorough manner.

Entrance Requirements
Acceptable placement test score(s)
See “Program Requirements” Section for additional requirements.

Type of Program
Day

Employment Opportunities
Hospitals, rehabilitation centers, private practice, home health care, schools, specialty prescription pharmacies, nursing homes, retail pharmacies

Professional Credentials
Certified Pharmacy Technician (subject to meeting state requirements)

Program Accreditation
American Society of Health-System Pharmacists (ASHP)

Visit our web page at https://www.gvltec.edu/pharmtech/.

Program Requirements
Admission Requirements for non-experienced pharmacy applicants
• Students must be eligible for SC Board of Pharmacy Technician Registration
• Or University Transfer Student to Pharmacy School
• Students must attend a Career Talk session for the major within the past two years.
• Previous medical experience is not required, but if applicant has previous medical experience, must be documented and approved by academic program director

Admission requirements for experienced pharmacy applicants
• Students currently holding an SC Board of Pharmacy Technician registration must be in good standing with the SC Board of Pharmacy.
• If applicable, out-of-state applicants must be in good standing with respective State Boards of Pharmacy and be eligible for SC Board of Pharmacy Technician registration
• Students may hold an active certification and be in good standing with the National Pharmacy
• Technician Certification Board (PTCB) or eligible to sit for the PTCB National Certification Exam.
• Students must have worked at least 1,500 hours as a pharmacy technician (current within two years).
• Hours must be verified with employer.
• Students must attend a Career Talk session for the major within the past two years.
Requirements for Completion

- Students are required to complete and pass a physical, including documentation of required immunizations.
- Students are required to have an acceptable criminal background report. Students may be subject to more than one background check during the program based on affiliate requirements.
- Students are required to have a negative 10-panel drug screen.
- Students must be able to attend all clinical experiences.
- Students must complete a preclinical orientation.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 102</td>
<td>Medical Terminology</td>
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</tr>
<tr>
<td>PHM 101</td>
<td>Introduction to Pharmacy</td>
<td>3</td>
</tr>
<tr>
<td>PHM 112</td>
<td>Pharmacy Math</td>
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<tr>
<td>PHM 114</td>
<td>Therapeutic Agents I</td>
<td>3</td>
</tr>
<tr>
<td>PHM 202</td>
<td>Pharmacological Anatomy and Physiology</td>
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</tr>
<tr>
<td></td>
<td><strong>Total Semester Hours</strong></td>
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**Second Semester**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM 110</td>
<td>Pharmacy Practice</td>
<td>4</td>
</tr>
<tr>
<td>PHM 113</td>
<td>Pharmacy Technician Math</td>
<td>3</td>
</tr>
<tr>
<td>PHM 124</td>
<td>Therapeutic Agents II</td>
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</tr>
<tr>
<td>PHM 152</td>
<td>Pharmacy Technician Practicum I</td>
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</tr>
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<td><strong>Total Semester Hours</strong></td>
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**Third Semester**

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<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>PHM 173</td>
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</tr>
<tr>
<td>PHM 175</td>
<td>Pharmacy Technician Practicum</td>
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<td><strong>Total Semester Hours</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>Total Required Credit Hours</strong></td>
<td>33</td>
</tr>
</tbody>
</table>

Mission Statement

The mission of the Greenville Technical College Physical Therapist Assistant program is to meet the needs of the area by providing a pool of qualified graduates for entry-level positions who demonstrate knowledge, competence, professionalism and effective communication skills to enable them to participate successfully as members of an evolving health care community. Our commitment is to provide the highest quality educational opportunities available for students who desire to become physical therapist assistants. The faculty is committed to helping each student achieve his or her fullest potential through a rigorous academic curriculum and individualized clinical experiences. We believe in developing strong partnerships between the health care community and the academic program. We value life-long learning and commitment to continuing education. Through role modeling and mentoring, we encourage our students to participate in professional organizations and community service activities.

Entrance Requirements

Acceptable placement test score(s); plus high school diploma or GED

See “Program Requirements” Section for additional requirements.

Type of Program

This program is designed as a One-Plus-One program. Phase I includes all of the required general education and related courses that may be taken at Greenville Technical College or any articulating or regionally accredited college. Upon successful completion of all Phase I courses, qualified students are eligible to apply to Phase II, the final four semesters (full-time enrollment) or six semesters (part-time enrollment) of academic and clinical physical therapist assistant coursework.

- Phase I: Day, evening, online or weekend
- Phase II: Day, with some evening labs required at FDTC expansion campus location

Location

Phase II courses are taught at either Greenville Tech’s Benson Campus located in Greer, SC, or the FDTC PTA Expansion Program located at Florence-Darlington Technical College’s Health Sciences Campus PTA Expansion Program in Florence, SC.

Clinical course assignments during Phase II may require students to travel and arrange temporary accommodations away from home.

Employment Opportunities

Hospitals, rehabilitation centers, schools, home health care, private practice

Professional Credentials

Physical Therapist Assistant (subject to passing national licensure exam)

- Graduates of this program must pass a national licensure exam to practice as a physical therapist assistant.

Program Accreditation

The Physical Therapist Assistant program at Greenville Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE):
Program Requirements
Phase I Admission Requirements
• Complete Greenville Tech application.
• Submit all high school transcripts or GED and official college transcripts, if applicable.
• Achieve acceptable placement into Phase I courses.
• Attend Career Talk advising seminar before the March 31 deadline for the year submitting Phase II PTA Weighted Admission Application.
• Meet with a PTA program advisor to plan course progression.

Phase II Admission Requirements
• Complete all of the admissions requirements of Phase I.
• Take the TEAS entrance exam at the Placement Testing Center in Admissions and Registration Center.
• Submit a completed PTA Program Phase II Weighted Admission Packet to the PTA program director by March 31 of the year students anticipate admission into Phase II. Students must indicate which campus location (Benson or FDTC) to which they are applying. Application can be found on the PTA advising website: https://www.gvltec.edu/pta/.
• Attain a minimum cumulative technical GPA of 2.50 for all 10 required Phase I courses, passing all Phase I courses with a minimum grade of “C” by the second attempt, (this includes W, WF, D or F grades) by the end of the spring semester before entering Phase II the following fall.
• Students are selected for PTA Program Phase II admission based upon competitive Weighted Admissions score ranking. Students with the highest scores are accepted on a space availability basis. Minimum Weighted Admission Score to be considered for admission is 158/263.
• BIO 150 Anatomy Review for Kinesiology (for Physical Therapist Assistant majors) must be completed within five years of admission to Phase II and is offered only at GTC or York Technical College.

After acceptance into Phase II
Students will be required to
• Submit a non-refundable $100 deposit, applied toward Phase II tuition, to secure a seat in Phase II for the Fall Semester.
• Attend new PTA program student orientation.
• Have a negative 10-panel drug screen report.
• Have an acceptable criminal background report. Students may be subject to more than one background check during the program based on affiliate requirements.
• Submit a physical exam with documentation of required immunizations.
• Submit documentation of current Healthcare Provider CPR certification.
Radiologic Technology

Programs

• Radiologic Technology Associate in Applied Science (p. 208)

Radiologic Technology Associate in Applied Science

Program Description

This program instructs students in the production of diagnostic images, patient care and management, and as a technical assistant to radiologists.

Mission Statement

The mission of the Greenville Technical College Radiologic Technical Program is to graduate well trained, entry-level Radiologic Technologists who are prepared to successfully demonstrate professional behavior, patient-centered care, clinical competence, effective communication and critical thinking skills to function as a member of the health care team.

Visit https://www.gvltec.edu/radtech/ for published annual program goals and outcomes.

Entrance Requirements

Acceptable placement test score(s)

See "Program Requirements" Section for additional requirements.

Type of Program

This program is designed as a One-Plus-One program. Phase I includes all of the general education and related course work. Upon successful completion of all Phase I courses, qualified students apply to Phase II, which includes all of the Radiologic Technology course work.

Phase I: Day, evening or weekend
Phase II: Day (some evening and weekend clinicals required)

Employment Opportunities

Hospitals, clinics, health departments, doctor’s offices, outpatient imaging centers

Professional Credentials

Registered Radiologic Technologist (subject to passing national certification exam)

• Graduates are eligible to sit for the national certification examination administered by the American Registry of Radiologic Technologists.

Program Accreditation

Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182

Phone: (312) 704-5300; Fax: (312) 704-5304
E-mail: mail@jrcert.org

Visit our web page at https://www.gvltec.edu/radtech/.

Program Requirements

Phase I admission requirements

• Meet the specific program requirements outlined in the School of Health Sciences admissions requirements, excluding the physical exam.
• High school level biology, physics and chemistry are strongly encouraged.
• Attend a Career Talk session for the major within two years prior to consideration for acceptance into Phase II.
• Take the TEAS entrance exam at Placement Testing Center in Admissions and Registration Center.
• Acceptable placement test score(s). Test scores must meet the criteria to be placed into ENG 101 English Composition I* and MAT 109 College Algebra with Modeling/MAT 110 College Algebra*.

Phase II admission requirements

• Meet all of the requirements of Phase I.
• Complete and submit the Weighted Admission Form with supporting documentation for Phase II prior to May
• Attain a minimum technical GPA of 2.50 for all Phase I courses and have passed all Phase I courses with a minimum grade of “C” on the first or second attempt.
• Complete all Phase I courses by the end of spring semester prior to fall start of Phase II. BIO 210 Anatomy & Physiology I* and BIO 211 Anatomy & Physiology II* must be completed within five (5) years of applying for Phase II.
• Students are selected based upon weighted admissions criteria.

Upon acceptance to Phase II

• Submit Intent Form along with a $100 non-refundable deposit to secure a seat in the program.
• Submit a physical exam form completed by a licensed practicing physician or certified nurse practitioner indicating good physical and mental health with current immunizations.
• Have an acceptable background for seven years prior to entering Phase II. Students may be subject to more than one background check during the program based on affiliate requirements. Some convictions greater than seven years old may prevent progression through the program.
• Have an acceptable background for seven years prior to entering Phase II. Students may be subject to more than one background check during the program based on affiliate requirements. Some convictions greater than seven years old may prevent progression through the program.
• A negative 10-panel drug screen will be required.
• Submit documentation of current CPR certification for the Health Care Provider through the American Heart Association or Professional Rescuer through the American Red Cross (must be maintained throughout Phase II) once admitted into this program.
• Complete assigned pre-clinical education training requirements prior to the start of clinical experiences and annually thereafter.
• Students must be able to participate in all clinical experiences within the Greenville Hospital System in order to complete clinical competency.
Requirements for Completion

Clinical assignments are required in Phase II and may require evening or weekend time periods. Transportation is the responsibility of the student.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for other program options.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phase I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHS 102</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition*</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 109</td>
<td>College Algebra with Modeling ¹</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>Higher college transferrable algebra</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 211</td>
<td>Anatomy &amp; Physiology II*</td>
<td>4</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>College Transferable Humanities Elective ¹</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Phase II</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>(begins each Fall Semester)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Block I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAD 101</td>
<td>Introduction to Radiography</td>
<td>2</td>
</tr>
<tr>
<td>RAD 102</td>
<td>Radiology Patient Care Procedures</td>
<td>2</td>
</tr>
<tr>
<td>RAD 111</td>
<td>Introduction to Radiographic Physics</td>
<td>2</td>
</tr>
<tr>
<td>RAD 112</td>
<td>Radiographic Imaging Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>RAD 130</td>
<td>Radiographic Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>RAD 152</td>
<td>Applied Radiography I</td>
<td>2</td>
</tr>
<tr>
<td><strong>Block II</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAD 114</td>
<td>Radiographic Imaging Fundamentals II</td>
<td>2</td>
</tr>
<tr>
<td>RAD 136</td>
<td>Radiographic Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>RAD 160</td>
<td>Clinical Applications II</td>
<td>6</td>
</tr>
<tr>
<td>RAD 236</td>
<td>Radiography Seminar II</td>
<td>2</td>
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<tr>
<td><strong>Block III</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAD 201</td>
<td>Radiation Biology</td>
<td>2</td>
</tr>
<tr>
<td>RAD 175</td>
<td>Applied Radiography III</td>
<td>5</td>
</tr>
<tr>
<td>RAD 230</td>
<td>Radiographic Procedures III</td>
<td>3</td>
</tr>
<tr>
<td><strong>Block IV</strong></td>
<td></td>
<td></td>
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<tr>
<td>RAD 225</td>
<td>Selected Radiographic Topics</td>
<td>2</td>
</tr>
<tr>
<td>RAD 268</td>
<td>Advanced Radiography II</td>
<td>8</td>
</tr>
<tr>
<td><strong>Block V</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAD 205</td>
<td>Radiographic Pathology</td>
<td>2</td>
</tr>
<tr>
<td>RAD 278</td>
<td>Advanced Radiography III</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total Required Credit Hours</strong></td>
<td>82</td>
<td></td>
</tr>
</tbody>
</table>

¹ General education course

Students may also wish to take RAD 283 Imaging Practicum, an optional course for students seeking an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.

Respiratory Care Programs

• Respiratory Care Associate in Applied Science (p. 209)

Respiratory Care Associate in Applied Science

Program Description

This program trains students to treat patients with difficulty breathing because of problems affecting the cardiopulmonary (heart-lung) system.

The Respiratory Care program is a Phase I/Phase II program.

Mission Statement

The philosophy of the educational approach of the Greenville Technical College Respiratory Care program is one of professional development. The respiratory therapist fills the role of a responsible health care practitioner in a growing and rapidly changing medical field of both acute and chronic patient care. Growth and commitment to optimum respiratory care is the foremost goal. The other primary objective of this program is to fill the need for respiratory therapists and to build and maintain a progressive respiratory care profession for the members of the community.

Entrance Requirements

Acceptable placement test score(s)

See “Program Requirements” Section for additional requirements.

Type of Program

Day

Location

The Respiratory Care program is located at the Barton Campus.

Employment Opportunities

Hospitals, sales, home health care, management, physician offices and pulmonary rehabilitation

Professional Credentials

Certified Respiratory Therapist (CRT); Registered Respiratory Therapist (RRT)

• Graduates are eligible to take the Therapist Multiple-Choice Examination, offered by the National Board for Respiratory Care (NBRC), upon successful completion of the program.

• Completion of the TMC with the high cut score enables the graduate to take the Clinical Simulation Exam and earn the Registered Respiratory Therapist (RRT) credential.
Program Accreditation
Commission on Accreditation for Respiratory Care
264 Precision Blvd.
Telford, TN 37690
(817) 283-2835
https://www.coarc.com/

Visit our web page at https://www.gvltec.edu/respiratorycare/.

Program Requirements
Pre-Program/Phase I Admission Requirements
• Must meet college admission requirements.
• Test scores must meet the criteria to be placed into ENG 101 English Composition I* and MAT 120 Probability and Statistics*.
• Complete Online Career Talk.
• Take the TEAS entrance exam at Placement Testing Center in Admissions and Registration Center. Must have a total score of 60 or higher to be considered eligible for the program.

Phase II Admission Requirements
• Completed all Phase I courses with a grade of “C” or better.
• Have a 2.50 technical GPA for Phase I courses.
• Students with the highest scores on their weighted admission application will receive an admission letter, intent form and physical exam form.

After acceptance into Phase II
Before beginning clinical coursework, students will be required to
• Submit a non-refundable $100 deposit, applied toward Phase II tuition, to secure a seat in Phase II for the fall semester.
• Attend a new student orientation for the Respiratory Care program.
• Be able to attend all clinical experiences, which require driving to and from clinical sites.
• Have an acceptable background for seven years prior to entering Phase II. Students may be subject to more than one background check during the program based on affiliate requirements. Some convictions greater than seven years old may prevent progression through the program.
• Submit to drug screening prior to attending clinical in Phase II. Must have a negative 10-panel drug screen. Students are strictly prohibited from being under the influence of alcohol or any drug/medication which alters behavior or appearance of capability while engaged in any portion of their formal educational experience.
• Submit a physical exam form (not older than 12 months prior to entering RES program) with documentation of required immunizations.
• Submit documentation of current Healthcare provider CPR certification.
• Students must pass an exit examination in order to complete their requirements for graduation.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester.
Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for other program options.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology I*</td>
<td>4</td>
</tr>
<tr>
<td>BIO 211</td>
<td>Anatomy &amp; Physiology II*</td>
<td>4</td>
</tr>
<tr>
<td>BIO 225</td>
<td>Microbiology*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
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<td></td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology*</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>3-4</td>
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Phase II Clinical
First Semester
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 101</td>
<td>Introduction to Respiratory Care</td>
<td>3</td>
</tr>
<tr>
<td>RES 121</td>
<td>Respiratory Skills I</td>
<td>4</td>
</tr>
<tr>
<td>RES 152</td>
<td>Clinical Applications II</td>
<td>4</td>
</tr>
<tr>
<td>RES 246</td>
<td>Respiratory Pharmacology</td>
<td>2</td>
</tr>
</tbody>
</table>

Second Semester
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 111</td>
<td>Pathophysiology</td>
<td>2</td>
</tr>
<tr>
<td>RES 131</td>
<td>Respiratory Skills II</td>
<td>4</td>
</tr>
<tr>
<td>RES 154</td>
<td>Clinical Applications II</td>
<td>4</td>
</tr>
<tr>
<td>RES 232</td>
<td>Respiratory Therapeutics</td>
<td>2</td>
</tr>
</tbody>
</table>

Third Semester
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 141</td>
<td>Respiratory Skills III</td>
<td>3</td>
</tr>
<tr>
<td>RES 236</td>
<td>Cardiopulmonary Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>RES 241</td>
<td>Respiratory Care Transition</td>
<td>1</td>
</tr>
<tr>
<td>RES 265</td>
<td>Advanced Clinical Applications I</td>
<td>3</td>
</tr>
</tbody>
</table>

Fourth Semester
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 204</td>
<td>Neonatal/Pediatric Care</td>
<td>3</td>
</tr>
<tr>
<td>RES 242</td>
<td>Advanced Respiratory Care Transition</td>
<td>1</td>
</tr>
<tr>
<td>RES 244</td>
<td>Advanced Respiratory Skills I</td>
<td>4</td>
</tr>
<tr>
<td>RES 275</td>
<td>Advanced Clinical Practice</td>
<td>5</td>
</tr>
</tbody>
</table>

Fifth Semester
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 207</td>
<td>Management in Respiratory Care</td>
<td>2</td>
</tr>
<tr>
<td>RES 249</td>
<td>Comprehensive Applications</td>
<td>2</td>
</tr>
<tr>
<td>RES 251</td>
<td>Clinical Applications III</td>
<td>8</td>
</tr>
</tbody>
</table>

Total Required Credit Hours 83-84

1 General education course
Surgical Technology

Programs

• Sterile Processing Technology Certificate in Applied Science (p. 211)
• Surgical Technology Diploma in Applied Science (p. 211)

Sterile Processing Technology Certificate in Applied Science

Program Description

This program teaches students to prepare instruments/packages for processing, decontamination, ultrasonic cleaner disinfection, sterilization and distribution.

The Department of Surgical Technology has designed a Sterile Processing Technology curriculum that is educationally flexible and provides career mobility. Graduates are prepared to practice safely within their role and to promote, protect and improve the health of the diverse community. The faculty is committed to competency-based education and supports the philosophy and mission of the college to prepare graduates who are adaptable to change and ready to face the challenges of the health care workplaces of the future.

Mission Statement

It is the mission of the Sterile Processing Technology Program to actively develop and maintain collaborative partnerships with its diverse health care community and meet rapidly changing employment needs.

Entrance Requirements

Acceptable placement test score(s); plus high school diploma or GED

See “Program Requirements” Section for additional requirements.

Type of Program

Day

Employment Opportunities

Sterile processing departments, hospitals, surgical centers, obstetrical care offices, veterinarians’ offices, physician’s offices and dentists’ offices

Professional Credentials

Certified Registered Central Sterile Technician (subject to passing the exam)

• Students who successfully complete the program and complete 400 hands-on hours in the sterile processing department with documentation are eligible to sit for the Certified Sterile Technician Certification Exam, and upon passing would become certified registered central sterile technicians (CRCST).

Visit our web page at https://www.gvltec.edu/surgtech/.

Program Requirements

In order to be eligible for seating into the program, students must be accepted in the Surgical Technology Program.

Requirements for Completion

• The student must achieve a final average of 78% to complete the course.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUR 101</td>
<td>Introduction to Surgical Technology</td>
<td>5</td>
</tr>
<tr>
<td>SUR 102</td>
<td>Applied Surgical Technology</td>
<td>5</td>
</tr>
<tr>
<td>SUR 123</td>
<td>Sterile Processing Technology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Required Credit Hours</td>
<td>13</td>
</tr>
</tbody>
</table>

Surgical Technology Diploma in Applied Science

Program Description

This program prepares students to pass instruments, sutures and sponges and to assist in surgery.

Mission Statement

The Surgical Technology Department is dedicated to the preparation of individuals to meet the health care needs of the public. Graduate surgical technologists will be able to provide competent care to individuals, families and communities. Competent care encompasses the promotion of health and wellness, knowledge in health care policy, promotion of advocacy, utilization and participation in competency-based education and application of leadership skills in a variety of health care settings.

Entrance Requirements

Acceptable placement test score(s)

See “Program Requirements” Section for additional requirements.

Type of Program

Day

Employment Opportunities

Hospitals, surgical centers, obstetrical care, veterinarians’ offices, private surgeons’ offices, physician’s offices, sterile processing departments and GI labs

Professional Credentials

Certified Surgical Technologist (subject to passing exam)
• Graduates are eligible to sit for the National Board of Surgical Technology and Surgical Assisting Certified Surgical Technologist (CST) Exam.

Program Accreditation
Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Visit our web page at https://www.gvltec.edu/surgtech/.

Program Requirements
In order to be eligible for seating into the program, students must meet college admission requirements and

• Complete the online Career Talk (current within two years).
• Take the TEAS entrance exam at the Placement Testing Center in Admissions and Registration Center.
• Meet criteria on college placement tests to be placed into ENG 101 English Composition I* and MAT 155 Contemporary Mathematics and meet the reading requirement, or transferred ENG 101 English Composition I* and/or MAT 155 Contemporary Mathematics or exited all developmental courses (Reading, English, Math).
• Have a technical GPA of 2.5.
• Seating Process:
  • Submit a weighted admission form between the dates of March 15 – May 15 for potential admission into fall classes. Students with the highest scores will receive an admissions letter, intent form and physical exam form.
  • To reserve a seat, students must pay a $100 non-refundable deposit and submit a completed physical prior to the deadline stated in the acceptance letter. (The physical exam may not be older than 12 months prior to beginning SUR courses.)
• The following general education courses must be taken prior to starting Surgical Technology (SUR) courses: AHS 102 Medical Terminology, BIO 112 Basic Anatomy & Physiology, or BIO 210 Anatomy & Physiology I* and BIO 211 Anatomy & Physiology II*.
• The following courses must be taken with the SUR courses according to the curriculum display or prior to the SUR courses: MAT 155 Contemporary Mathematics; ENG 101 English Composition I*; PSY 103 Human Relations or PSY 201 General Psychology*.
• A grade of “C” or higher is required in all related courses.
• A grade of “C” or higher is required in biophysical science courses. Biophysical science courses must be completed within five years of entering the clinical phase of the Surgical Technology program. Biophysical science courses may be repeated one time only to achieve a passing grade. Biophysical science courses must be completed the summer prior to the fall semester to be accepted into the program for fall.
• Students must have evidence of valid healthcare provider CPR certification, preclinical requirements and health requirements prior to beginning clinical rotations.
• A negative 10-panel drug screen is required for clinical eligibility. Random drug screens may be performed throughout the program.
• An acceptable criminal background check is required for clinical experiences. Students may be subject to more than one background check during the program based on affiliate requirements.
• Students must be able to attend all clinical experiences.
• Students are admitted in the Fall Semester.

• Students will be required to successfully complete the sterile processing certification to progress to the second semester of the Surgical Technology program.

Recommended Program Schedule
Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 102 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>SUR 101 Introduction to Surgical Technology</td>
<td>5</td>
</tr>
<tr>
<td>SUR 102 Applied Surgical Technology</td>
<td>5</td>
</tr>
<tr>
<td>SUR 123 Sterile Processing Technology</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155 Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BIO 112 Basic Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 103 Human Relations</td>
<td>1</td>
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<tr>
<td>PSY 201 General Psychology*</td>
<td>1</td>
</tr>
<tr>
<td>SUR 111 Basic Surgical Practicum</td>
<td>7</td>
</tr>
<tr>
<td>SUR 120 Surgical Seminar</td>
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</table>

Total Semester Hours | 7 |
Total Semester Hours | 16 |
Total Semester Hours | 16 |
Total Semester Hours | 12 |
Total Required Credit Hours | 51 |

1 General education course
GENERAL TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE

Program Description
The Associate in Applied Science General Technology degree program offers students the opportunity to design a program of study to meet their individual needs. The General Technology degree prepares students for unique positions in the workplace for which specialized degree programs do not currently exist. It is intended to be used to meet customized, industry-specific needs and/or unique academic and career goals identified by the student.

Requirements for Completion
This degree requires advance coordination between the student and a program's department head to determine a specific plan of study according to the degree outline presented below. The major courses (primary and secondary technical specialties), the general education courses and the additional credit hours must total a minimum of 60 credit hours and may not exceed 84 credit hours.

Requirements and Course Options

Major Courses Required 33.0
The required core consists of a primary and a secondary technical specialty.

- Primary Technical Specialty - minimum of 21 credit hours in a single content area from an approved degree, diploma or technical education certificate program offered at the college.
- Secondary Technical Specialty - minimum of 12 credit hours in one of two options:
  - 12 credit hours from an approved degree, diploma or technical education certificate program offered at the college,
  - 12 credit hours from a mix of credits awarded for coursework from any program, military training, experiential learning and/or testing. The mix of credits must complement the primary technical specialty.

General Education Courses Required 15.0
For the General Technology degree completion, the general education component must include at least one course from each of the following areas:

- Mathematics/Natural Sciences
- Social/Behavioral Science
- Humanities/Fine Arts
- Oral Communications
- Written Communications

Additional Hours Required 12.0 - 36.0
- The student will work with a program advisor to choose electives that meet industry and student needs. The student may use credits in this section to develop a third technical specialty or to enhance the primary and secondary technical specialties. Courses in this section may include credits awarded for military training, experiential learning and testing.

Changes in the Academic Roadmap Agreement:
- Any changes in the academic roadmap agreement for the program of study will require an updated academic roadmap agreement approved by the department head of the primary technical specialty.
- If the change involves changing the primary or secondary technical specialty, the student may lose eligibility for federal financial aid such as the Federal Pell Grant or Federal Direct student loans. Federal financial aid will only pay for courses that are required for graduation. It is the student's responsibility to meet with a counselor in the Financial Aid office prior to making changes to the General Technology roadmap.
- If the student receives an award such as a certificate from one or both of the technical specialties and elects to revise the academic roadmap agreement for the General Technology degree by adding one or more technical specialties, all previously attempted credits and grades from the academic program in which the certificate was awarded, will continue to be calculated into Standards of Academic Progress. This could cause a student to lose Federal financial aid eligibility.
- Students may graduate from only one General Technology degree program regardless of the primary and secondary technical specialties.

Note: If ENG 165 Professional Communications is used to meet the oral and written communication requirements, the degree will require an additional general education course to meet the minimum of 15 semester hours for this category. CPT 170 Microcomputer Applications may not be used as a general education course.
## GENERAL EDUCATION COURSES

This is a listing of approved general education courses used at Greenville Tech. Courses that appear with an asterisk (*) appear on the Commission of Higher Education’s Statewide Articulation List of Universally Transferable Courses from all technical colleges. Credits for these courses do not automatically transfer to a four-year college or university. **Students are responsible for checking with the specific college or university to which they plan to transfer to determine the transferability of any course taken at Greenville Tech.** Please consult with an academic advisor or counselor regarding a plan of study.

### English Communications — Written

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 165</td>
<td>Professional Communications</td>
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</table>

### English Communications — Oral

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>SPC 200</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 208</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
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### Humanities

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ART 101</td>
<td>Art History and Appreciation*</td>
<td>3</td>
</tr>
<tr>
<td>ART 105</td>
<td>Film as Art*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 201</td>
<td>American Literature I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 202</td>
<td>American Literature II*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 205</td>
<td>English Literature I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 206</td>
<td>English Literature II*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 207</td>
<td>Literature for Children</td>
<td>3</td>
</tr>
<tr>
<td>ENG 208</td>
<td>World Literature I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 209</td>
<td>World Literature II*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 213</td>
<td>Short Fiction</td>
<td>3</td>
</tr>
<tr>
<td>ENG 225</td>
<td>Graphic Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 228</td>
<td>Studies in Film Genre</td>
<td>3</td>
</tr>
<tr>
<td>ENG 230</td>
<td>Women in Literature*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 231</td>
<td>Middle Eastern Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 234</td>
<td>Survey in Minority Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 238</td>
<td>Creative Writing</td>
<td>3</td>
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<tr>
<td>FRE 101</td>
<td>Elementary French I*</td>
<td>4</td>
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<tr>
<td>FRE 102</td>
<td>Elementary French II*</td>
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</tr>
<tr>
<td>FRE 201</td>
<td>Intermediate French I*</td>
<td>3</td>
</tr>
<tr>
<td>FRE 202</td>
<td>Intermediate French II*</td>
<td>3</td>
</tr>
<tr>
<td>GER 101</td>
<td>Elementary German I*</td>
<td>4</td>
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<tr>
<td>GER 102</td>
<td>Elementary German II*</td>
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<tr>
<td>GER 201</td>
<td>Intermediate German I</td>
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<td>Intermediate German II</td>
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### Mathematics

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MAT 103</td>
<td>Quantitative Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>MAT 109</td>
<td>College Algebra with Modeling</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 111</td>
<td>College Trigonometry*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 130</td>
<td>Elementary Calculus*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 140</td>
<td>Analytical Geometry and Calculus I*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 141</td>
<td>Analytical Geometry and Calculus II*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
<td>3</td>
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<tr>
<td>MAT 170</td>
<td>Algebra, Geometry and Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MAT 211</td>
<td>Math for Elementary Education I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 212</td>
<td>Math for Elementary Education II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 215</td>
<td>Geometry</td>
<td>3</td>
</tr>
<tr>
<td>MAT 220</td>
<td>Advanced Statistics</td>
<td>3</td>
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<tr>
<td>MAT 230</td>
<td>Basic Multivariable Calculus</td>
<td>3</td>
</tr>
<tr>
<td>MAT 240</td>
<td>Analytical Geometry &amp; Calculus III*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 242</td>
<td>Differential Equations*</td>
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### Sciences — Biological and Physical

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>AST 101</td>
<td>Solar System Astronomy*</td>
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<tr>
<td>AST 102</td>
<td>Stellar Astronomy*</td>
<td>4</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Biological Science I*</td>
<td>4</td>
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<tr>
<td>BIO 102</td>
<td>Biological Science II*</td>
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</tr>
<tr>
<td>BIO 105</td>
<td>Principles of Biology (non-majors biology)</td>
<td>4</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Hours</td>
</tr>
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<tr>
<td>BIO 110</td>
<td>General Anatomy &amp; Physiology</td>
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<tr>
<td>BIO 112</td>
<td>Basic Anatomy &amp; Physiology</td>
<td>4</td>
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<tr>
<td>BIO 115</td>
<td>Basic Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 201</td>
<td>Zoology</td>
<td>4</td>
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<tr>
<td>BIO 202</td>
<td>Botany</td>
<td>4</td>
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<td>BIO 203</td>
<td>General Genetics</td>
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<tr>
<td>BIO 205</td>
<td>Ecology</td>
<td>3</td>
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<tr>
<td>BIO 206</td>
<td>Ecology Lab</td>
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<td>BIO 209</td>
<td>Principles of Environmental Science</td>
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<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology I*</td>
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<td>BIO 211</td>
<td>Anatomy &amp; Physiology II*</td>
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<td>BIO 215</td>
<td>Anatomy</td>
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<tr>
<td>BIO 216</td>
<td>Physiology</td>
<td>4</td>
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<tr>
<td>BIO 225</td>
<td>Microbiology*</td>
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<tr>
<td>BIO 240</td>
<td>Nutrition</td>
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<td>BIO 241</td>
<td>Clinical Nutrition</td>
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<td>BIO 275</td>
<td>Human Pathophysiology</td>
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<tr>
<td>CHM 105</td>
<td>General Organic &amp; Biochemistry</td>
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<tr>
<td>CHM 106</td>
<td>Contemporary Chemistry I</td>
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<tr>
<td>CHM 110</td>
<td>College Chemistry I*</td>
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<tr>
<td>CHM 111</td>
<td>College Chemistry II*</td>
<td>4</td>
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<tr>
<td>CHM 211</td>
<td>Organic Chemistry I*</td>
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</tr>
<tr>
<td>CHM 212</td>
<td>Organic Chemistry II*</td>
<td>4</td>
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<tr>
<td>PHS 101</td>
<td>Physical Science I</td>
<td>4</td>
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<tr>
<td>PHS 102</td>
<td>Physical Science II</td>
<td>4</td>
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<tr>
<td>PHS 111</td>
<td>Conceptual Physics I</td>
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<tr>
<td>PHY 201</td>
<td>Physics I*</td>
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<tr>
<td>PHY 202</td>
<td>Physics II*</td>
<td>4</td>
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<tr>
<td>PHY 221</td>
<td>University Physics I*</td>
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<tr>
<td>PHY 222</td>
<td>University Physics II*</td>
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**Social Sciences**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ANT 101</td>
<td>General Anthropology*</td>
<td>3</td>
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<tr>
<td>ANT 202</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANT 203</td>
<td>Physical Anthropology and Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>ECO 105</td>
<td>Introduction to Economic Principles</td>
<td>3</td>
</tr>
<tr>
<td>ECO 210</td>
<td>Macroeconomics*</td>
<td>3</td>
</tr>
<tr>
<td>ECO 211</td>
<td>Microeconomics*</td>
<td>3</td>
</tr>
<tr>
<td>GEO 101</td>
<td>Introduction to Geography*</td>
<td>3</td>
</tr>
<tr>
<td>GEO 102</td>
<td>World Geography*</td>
<td>3</td>
</tr>
<tr>
<td>PSC 101</td>
<td>Topics for Model United Nations</td>
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<tr>
<td>PSC 201</td>
<td>American Government*</td>
<td>3</td>
</tr>
<tr>
<td>PSC 205</td>
<td>Politics and Government</td>
<td>3</td>
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<tr>
<td>PSC 206</td>
<td>Politics of the Middle East</td>
<td>3</td>
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<tr>
<td>PSC 215</td>
<td>State and Local Government*</td>
<td>3</td>
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<tr>
<td>PSC 220</td>
<td>Introduction to International Relations</td>
<td>3</td>
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<tr>
<td>PSY 103</td>
<td>Human Relations</td>
<td>3</td>
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<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
<td>3</td>
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<tr>
<td>PSY 203</td>
<td>Human Growth and Development*</td>
<td>3</td>
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<tr>
<td>PSY 208</td>
<td>Human Sexuality*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 212</td>
<td>Abnormal Psychology*</td>
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COURSE DESCRIPTIONS

Explanation of Terms

Explanation of Terms Used in Course Descriptions

The South Carolina Technical College System requires that courses at every technical college conform to a state-wide standard for course numbers, course titles, credit hours and descriptions, as contained in the Catalog of Approved Courses (CAC).

Course Listings

Descriptions of all courses in this catalog are arranged alphabetically and numerically. The semester(s) the course is offered is listed in italics under each course title; not all courses are taught every semester. The college reserves the right to withdraw any course with insufficient enrollment. In addition, the college publishes class schedules every semester listing the courses that will be offered on the Greenville Tech website: https://www.gvltec.edu.

Course Identification

Each course in this catalog is identified with a three-letter prefix, a number and the title of the course, e.g., ENG 101 English Composition I*. The three-letter prefix indicates the course subject.

Course Hours and Credits

Following the prefix, numbers and course title are numbers that indicate lecture, laboratory and credit hours. The number of lecture hours and/or the number of laboratory hours combine to make up the total “contact” hours required for the class each week. Contact hours equate to the time spent under the direct supervision of a faculty member and represent the total amount of class hours to be met within the timeframe the course is taught. The contact hours are the sum of the first two numbers shown. The last number shown is the credit hours received for the course.

Course Descriptions

The course description of the course is the official state CAC description. In a few cases, the college has added to the state CAC description to provide students with more information about the course, as taught by Greenville Tech.

Prerequisites

Prerequisites are required before enrolling in a course and must be completed with a grade of “C” or higher. In some cases, students may exempt the prerequisite via placement scores or acceptable prior college credit. Some prerequisites specify “approval” or “permission,” which means receiving permission from the instructor, department head or school dean. Courses that include permission as part of the prerequisite are generally those that require that faculty familiar with the course evaluate the student’s prior experience.

Co-requisites

Co-requisites are courses that are taken during the same semester. Most co-requisites are recommended; however, some may be required.

Transferable Courses

If a course is marked with an asterisk (*), the course appears on the Commission of Higher Education's Statewide Articulation List of Universally Transferable Courses from all technical colleges. Credits for these courses do not automatically transfer to a four-year college or university. Students are responsible for checking with the specific college or university to which they plan to transfer to determine the transferability of any course taken at Greenville Tech.

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A
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- ACC - Accounting (p. 218)
- ACM - Aircraft Maintenance (p. 219)
- ACR - Air Conditioning and Refrigeration (p. 221)
- AET - Architectural Engineering Technology (p. 221)
- AGR - Agriculture (p. 222)
- AHS - Allied Health Sciences (p. 223)
- AMT - Automated Manufacturing Technology (p. 224)
- ANT - Anthropology (p. 224)
- AOT - Administrative Office Technology (p. 224)
- ART - Art (p. 225)
- ARV - Visual Arts (p. 226)
- AST - Astronomy (p. 227)
- AUT - Automotive (p. 227)

B
- BAF - Banking and Finance (p. 229)
- BCT - Building Construction Technology (p. 229)
- BIO - Biology (p. 229)
- BKP - Baking and Pastry (p. 231)
- BUS - Business (p. 231)
- BUS - Business (p. 231)

C
- CDM - Cancer Data Management (p. 232)
- CET - Construction Engineering Technology (p. 233)
- CHM - Chemistry (p. 233)
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- CPT - Computer Technology (p. 236)
- CRJ - Criminal Justice (p. 237)
- CUL - Culinary Arts (p. 238)
- CWE - Cooperative Work Experience (p. 239)

D
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- DMS - Diagnostic Medical Sonography (p. 242)

E
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- EDU - Education (p. 245)
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• EET - Electronic Engineering Technology (p. 246)
• EGR - Engineering (p. 247)
• EGT - Engineering Graphics Technology (p. 248)
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F
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G
• GEO - Geography (p. 252)
• GER - German (p. 252)
• GLY - Geology (p. 253)

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• HOS - Hospitality (p. 254)
• HRT - Horticulture (p. 255)
• HSS - Humanities (p. 255)
• HUS - Human Services (p. 255)

I
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L
• LEG - Legal (p. 258)
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M
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• MFG - Manufacturing (p. 263)
• MGT - Management (p. 265)
• MKT - Marketing (p. 265)
• MLT - Medical Laboratory Technology (p. 266)
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• MST - Motorsports (p. 267)
• MSY - Masonry (p. 268)
• MTH - Massage Therapy (p. 268)
• MTT - Machine Tool Technology (p. 269)
• MUS - Music (p. 271)

N
• NUR - Nursing (p. 271)

O
• OTA - Occupational Therapy Assistant (p. 273)

P
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• PHM - Pharmacy (p. 274)
• PHS - Physical Science (p. 274)
• PHY - Physics (p. 274)
• PSC - Political Science (p. 275)
• PSY - Psychology (p. 275)
• PTH - Physical Therapy (p. 276)

Q
• QAT - Metrology (p. 277)

R
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• RDG - Reading (p. 279)
• REL - Religion (p. 279)
• RES - Respiratory (p. 279)
• RWR - Integrated DVS Reading and DVS English (p. 280)

S
• SAC - School-age childcare (p. 280)
• SFT - Science Health Fitness (p. 280)
• SOC - Sociology (p. 281)
• SPA - Spanish (p. 281)
• SPC - Speech (p. 282)
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T
• TDR - Truck Driver Training (p. 282)
• THE - Theater (p. 283)

V
• VET - Veterinary (p. 283)

W
• WLD - Welding (p. 285)

ABR - Auto Body Repair

ABR 102 Mig Welding (2-4-3)
Offered Fall Semester
Prerequisite: ABR 104
This course is an introduction to the welding of high strength steels used in modern unibody vehicles.

ABR 104 Auto Body Fundamentals (2-4-3)
Offered Fall Semester
This course is a basic study of fundamental issues important for an entry-level auto body technician. Topics include an introduction to safety, tools and equipment, as well as career exploration opportunities.
ABR 105 Structural Measuring and Analysis (2-4-3)
Offered Fall Semester
Prerequisite: ABR 104
This course is an introduction to modern vehicle designs and their engineered safety features. Emphasis is placed on vehicle damage analysis and three-dimensional measuring.

ABR 106 Non-Structural Plastic and Metal Repairs (2-4-3)
Offered Fall Semester
Prerequisite: ABR 104
This course is an exploration of plastic repair procedures and metal straightening techniques.

ABR 107 Refinishing Fundamentals (2-4-3)
Offered Fall Semester
Prerequisite: ABR 104
This course is an exploration of refinishing preparation techniques in the automotive industry. Emphasis is placed on the application of undercoats and detailing processes.

ABR 114 Estimating Fundamentals (2-4-3)
Offered Summer Semester
Prerequisites: ABR 105, ABR 106, ABR 107
This course is a study of basic estimating principles to include vehicle identification, electronic estimating systems, damage analysis and processing of information relating to insurance claims.

ABR 115 Structural Repair Planning and Correction (2-4-3)
Offered Spring Semester
Prerequisite: ABR 105
This course is the study of repair planning and methods for making corrective structural pulls to late-model, collision-damaged vehicles. Emphasis is placed on the straightening of unibody, space-frame and full-frame vehicles.

ABR 116 Non-Structural Panel Replacement and Trim (2-4-3)
Offered Spring Semester
Prerequisite: ABR 106
This course is a study of the assembly and disassembly of automotive replacement panels to include welded, bonded and bolted panels.

ABR 117 Refinishing Application Processes (2-4-3)
Offered Spring Semester
Prerequisite: ABR 107
This course is a study of mixing and applying automotive topcoats, including spray gun set-up, mixing equipment and spraying equipment for solvent and waterborne refinishes.

ABR 124 Advanced Estimating Procedures (2-4-3)
Offered Fall Semester
Prerequisites: ABR 114, MAT 170
This course is an in-depth review of computerized estimating systems, digital photography and vehicle scheduling processes as they relate to automotive estimating.

ABR 126 Non-Structural Advanced Materials (2-4-3)
Offered Fall Semester
Prerequisites: ABR 102, ABR 116
This course is an exploration of non-traditional vehicle materials and the repair processes that accompany them.

ABR 127 Refinishing Color Tinting and Blending (2-4-3)
Offered Summer Semester
Prerequisite: ABR 117
This course is a study of finish matching techniques to include color theory, tinting and blending as they apply to today’s automotive finishes.

ABR 132 Shop Management Concepts (2-4-3)
Offered Spring Semester
Prerequisites: ENG 165, ABR 124
This course covers basic leadership skills and automotive shop management procedures.

ABR 135 Structural Sectioning and Frame Replacement (2-4-3)
Offered Summer Semester
Prerequisites: ABR 102, ABR 115
This course covers the various sectioning procedures used in the repair of today’s vehicles as they relate to structural components of the vehicle.

ABR 136 Metal Shaping and Fabrication (2-4-3)
Offered Spring Semester
Prerequisites: ABR 126, MAT 170
This course covers metal shaping and fabrication of vehicle parts using metal forming equipment.

ABR 137 Advanced Refinishing Processes (2-4-3)
Offered Spring Semester
Prerequisites: ABR 127, MAT 170
This course covers the use of specialty finishes and custom paint applications.

ABR 142 Mechanical Systems (2-4-3)
Offered Fall Semester
Prerequisite: MAT 170
This course is a study of braking, steering and suspension systems as they relate to returning a vehicle to pre-accident condition.

ABR 143 Auto Body Electrical Systems (2-4-3)
Offered Spring Semester
Prerequisite: MAT 170
This course is an exploration of basic circuitry and electrical problems associated with collision-damaged vehicles.

ABR 144 Heating, Cooling and Air Conditioning Systems (2-4-3)
Offered Spring Semester
Prerequisites: ABR 142, ABR 143
This course is an introduction to engine heating and cooling systems used in modern vehicles. Other topics include the automotive air conditioning system.

ACC - Accounting

ACC 101 Accounting Principles I* (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: Placement into ENG 101 and satisfactory math test placement or completion of MAT 102, or MAT 105, or MAT 155
This course introduces basic accounting procedures for analyzing, recording and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle and preparing financial statements. An introduction to accounting theory is included in this course.

ACC 102 Accounting Principles II* (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: ACC 101
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis and financial statement analysis. The corporate form of business, as well as equity and debt financing, are included.
ACC 124 Individual Tax Procedures (3-0-3)
Offered Fall Semester
Prerequisite: ACC 101
This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

ACC 150 Payroll Accounting (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ACC 101
This course introduces the major tasks of payroll accounting, employment practices, federal, state and local governmental laws and regulations, internal controls and various forms and records.

ACC 201 Intermediate Accounting I (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ACC 101
This course explores fundamental processes of accounting theory, including the preparation of financial statements.

ACC 202 Intermediate Accounting II (3-0-3)
Offered Spring and Summer Semesters
Prerequisite: ACC 201
This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports.

ACC 224 Business Taxation (3-0-3)
Offered Spring Semester
Prerequisite: ACC 124
This course is an introduction to tax reporting requirements and taxation of the proprietorship, partnership, S Corporation, C Corporation and limited liability company. Some form preparation is required.

ACC 230 Cost Accounting I (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ACC 102
This course is a study of the accounting principles involved in job order cost systems with a focus on information needed by manufacturing and service organizations. Included in this course is a study of financial information needed by managers for decision making, how this information is delivered and how it is used within business organizations.

ACC 245 Accounting Applications (3-0-3)
Offered Spring and Summer Semesters
Prerequisites: ACC 101, CPT 170
This course introduces microcomputer accounting using database software and/or electronic spreadsheets. This course utilizes electronic spreadsheets for maintaining and presenting financial data.

ACC 246 Integrated Accounting Software (3-0-3)
Offered Spring and Summer Semesters
Prerequisites: ACC 101, CPT 170
This course includes the use of pre-designed integrated accounting software for accounting problems. The course introduces the student to integrated accounting software for recording transactions and preparing financial statements.

ACC 275 Selected Topics in Accounting (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ACC 201
This course provides an advanced in-depth review of selected topics in accounting using case studies and individual and group problem-solving.

ACM - Aircraft Maintenance

ACM 101 General Regulations (2-0-2)
This course covers FAA regulations that pertain to the mechanics and the maintenance of aircraft engines and airframes, technical standard orders, manufacturers’ maintenance and parts manuals, service letters, bulletins and instructions.

ACM 102 Aviation Sciences (3-0-3)
This course is the study of the fundamentals of simple machines, heat dynamics, theory of flight and geometrical concepts as established for aviation applications.

ACM 105 Basic Aircraft Electricity (3-4-4)
This course covers basic electricity, including AC and DC circuits, the use of electrical measuring instruments, the interpretation of electrical circuit diagrams, energy sources, batteries and their maintenance.

ACM 110 Aircraft Drawings (1-1-1)
This course covers skills required to use drawings, identify symbols and schematic layouts, sketch repairs and alterations made to aircraft and interpret graphs and charts.

ACM 115 Ground Handling & Servicing (2-4-3)
This course covers engine starting, ground operation, aircraft movement, ground handling safety requirements and aircraft servicing procedures. Also covered are interpretation and application of aircraft weight and balance procedures.

ACM 120 Materials & Corrosion Control (3-5-4)
This course covers nondestructive testing, identification and selection of aircraft hardware and materials, use of hand tools and use of power and precision measuring tools, identification and use of cleaning materials, identification and treatment of aircraft corrosion.

ACM 125 Wood Structure, Coverings & Finishes (2-1.5-2)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the fundamentals of inspection, maintenance and repair of aircraft wood structures: selection, application and maintenance of aircraft fabric and fiberglass covering; and selection, application and maintenance of aircraft finishes, trim and lettering.

ACM 130 Sheet Metal Layout & Repair (3-5-4)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the principles of sheet metal layout, bending, rivet installations, structural inspection and repair methods for aircraft.

ACM 140 Bonded Structures & Welding (2-4-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers inspection, service and repair of metal and composite aircraft structures, including laminated, honeycomb and plastic materials, interior furnishings and access openings. Types of welds, setup of welding equipment, soldering techniques, brazing, gas welding and electric welding of aluminum, stainless steel, magnesium and titanium also are included.

ACM 150 Assembly & Rigging (2-4-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the methods and procedures used to maintain an aircraft in aerodynamically and structurally sound condition. Flight theory, aircraft assembly, jacking, structural alignment, rigging of fixed/rotor-wing aircraft, balancing and rigging of flight control surfaces are also included.
ACM 155 Aircraft Environmental Systems (3-1-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the skills required to inspect, check, service and repair aircraft heating, cooling, vapor cycle and air cycle air conditioning; pressurization, oxygen, ice and rain control; carbon monoxide detection; and fire protection systems.

ACM 160 Utility & Warning Systems (3-1.5-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACM 101, ACM 105, ACM 120
This course covers the principles of inspection, troubleshooting, servicing and repair of instrument systems; communication and navigation systems; and landing gear anti-skid indicating and warning systems.

ACM 165 Hydraulics & Pneumatic Systems (2-3-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the operating principles for aircraft hydraulic and pneumatic power systems. The theory of fluid power, identification and selection of aircraft hydraulic fluids, servicing, troubleshooting, inspection and repair of hydraulic and pneumatic power systems and components are also covered in this course.

ACM 167 Landing Gear Systems (2-3-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the skills required to perform maintenance and service requirements for aircraft landing gear systems. The inspection, servicing, repair and operational check of landing gear, retracting systems, shock struts, brakes, wheels, tires and steering systems are covered in this course.

ACM 170 Aircraft Electrical Systems (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACM 101, ACM 105, ACM 120
This course covers skills required to inspect, check, service, troubleshoot and repair aircraft electrical system controls, wiring installation, switches, indicators and protective devices.

ACM 172 Aircraft Fuel Systems (1-1.5-1)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers maintenance of aircraft fuel systems, including inspection, service and repair principles for fuel system components; pressure fuel systems; quantity indicating systems; pressure and temperature systems; dump systems; troubleshooting; and fuel management procedures.

ACM 174 Airframe Inspection (1-1.5-1)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the fundamentals of airframe inspection, including the purposes, requirements and type of inspection, inspection records and suggested methods for performing systematic inspection procedures.

ACM 201 Lubricating Systems (2-1-2)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the use and classification of lubricants, oils and greases. The basic lubrication systems of opposed, radial and turbine engines are also covered.

ACM 205 Ignition & Starting Systems (2-4-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACM 101, ACM 105, ACM 120
This course covers the theory and operation of aircraft powerplant ignition systems used on reciprocating and turbine engines, including the requirements for the inspection, servicing, repair and/or overhaul of magneto, spark plugs, ignition harnesses, switches and turbine engine pneumatic starting systems. ACM starting systems are also included.

ACM 210 Reciprocating Engine Overhaul (3-4.5-4)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the theory and development of the internal combustion engine used in aviation and the disassembly, inspection, service, repair and overhaul of opposed and radial aircraft engines.

ACM 224 Turbine Engine Overhaul (3-5-4)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the history, theory, construction and principles of operation of turbine engines, including removal, installation, maintenance, testing, adjustment, hot section, inspection and overhaul.

ACM 226 Engine Inspection (1-2-1)
This course covers the procedures necessary for powerplant inspection to the conformity of the manufacturer’s and FAA requirements.

ACM 234 Propellers & Components (3-5-4)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the theory, installation, inspection, servicing, maintenance, repair and the principles of operation of fixed and controllable pitch propellers. This course also includes the study of propeller de-icing, anti-icing, synchronization and the use of propeller lubricants for reciprocating and turbo propeller engines.

ACM 240 Engine Electrical, Instrumentation & Fire Protection (2-3-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACM 101, ACM 105, ACM 120
This course covers the skills required to inspect, check, service, troubleshoot and repair reciprocating and turbine engine starters and generators, alternators and charging systems, including wiring controls, switches, protective devices and temperature, pressure, RPM indicating and fire protection systems.

ACM 245 Powerplant Fuel Systems (3-4-4)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the inspection, troubleshooting, servicing, repair and overhaul of powerplant fuel metering systems, including warning indicators, pressure and rate of flow instruments and carburetor overhaul.

ACM 250 Induction, Cooling & Exhaust (2-3-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the skills required to inspect, check, troubleshoot, service and repair reciprocating and turbine engine induction, cooling and exhaust systems.

ACM 265 Introduction to Aircraft Maintenance (2-3-3)
Offered Spring and Summer Semesters
This course is the study of basic electricity, AC/DC circuits, hand tools, precision measuring tools, maintenance manuals, aircraft hardware and fasteners. Topics also include selection of torque procedures, safety wiring, non-destructive inspection methods and safety.
ACM 270 Advanced General A&P Technology (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Instructor permission
This course will prepare students who have extensive airframe or powerplant experience and authorization from the FAA to take the FAA written, oral and practical general examinations.

ACM 271 Advanced Airframe A&P Technology (4-0-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: Instructor permission
This advanced survey course is designed for the student who has extensive airframe repair experience. Material is presented to prepare the student to take the FAA Advanced Airframe exam. Student must meet requirements established in CFR Part 65 to be able to take the FAA written, oral and practical exams.

ACM 272 Advanced Powerplant A&P Technology (4-0-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: Instructor permission
This advanced survey course is designed for the student who has extensive powerplant repair experience. Material is presented to prepare the student to take the FAA Advanced Powerplant exam. Student must meet the requirements established in Federal Regulation Part 65 to be able to take the FAA written, oral and practical exams.

ACM 273 Airframe and Powerplant Capstone (4-1-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: Department head approval
This course provides a review and preparation for the written, oral and practical portions of the FAA (Federal Aviation Administration) Airframe and Powerplant certification exams. The course is designed for the advanced airframe and powerplant student to reinforce and apply the skills needed to be successful in obtaining FAA certification.

**ACR - Air Conditioning and Refrigeration**

ACR 101 Fundamentals of Refrigeration (3-6-5)
Offered Fall, Spring and Summer Semesters
This course covers the refrigeration cycle, refrigerants, pressure-temperature relationships and system components.

ACR 102 Tools and Service Techniques (2-3-3)
Offered Fall, Spring and Summer Semesters
This course is a basic study of the uses of tools and service equipment used in the installation and repair of HVAC equipment.

ACR 106 Basic Electricity for HVAC/R (3-3-4)
Offered Fall, Spring and Summer Semesters
This course includes a basic study of electricity, including Ohm’s Law and series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems.

ACR 110 Heating Fundamentals (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: ACR 106
This course covers the basic concepts of oil, gas and electric heat, their components and operation.

ACR 120 Basic Air Conditioning (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACR 101, ACR 106
This course is a study of various types of air conditioning equipment including electrical components, schematics and service to the refrigerant circuit.

ACR 122 Principles of Air Conditioning (4-3-5)
Offered Fall, Spring and Summer Semesters
Prerequisite: ACR 101
This course is a study of the air cycle, psychometrics, load estimating and equipment selection.

ACR 131 Commercial Refrigeration (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: ACR 101
This course is a study of maintenance and repair of commercial refrigeration systems.

ACR 140 Automatic Controls (2-3-3)
Offered Fall and Spring Semesters
Prerequisite: ACR 106
This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature-sensitive automatic controls.

ACR 150 Basic Sheet Metal (1-3-2)
Offered Fall, Spring and Summer Semesters
This course covers the tools and procedures required in the fabrication of ductwork.

ACR 160 Service Customer Relations (3-0-3)
Offered Fall, Spring and Summer Semesters
This course covers how to deal with different types of customers, selling techniques and correct record keeping.

ACR 206 Advanced Electricity for HVAC/R (1-3-2)
Offered Fall, Spring and Summer Semesters
Prerequisite: ACR 140
This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems.

ACR 210 Heat Pumps (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACR 101, ACR 106
Pre- or Co-requisite: ACR 140
This course is a study of theory and operational principles of the heat pump.

ACR 220 Advanced Air Conditioning (2-6-4)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACR 101, ACR 106, ACR 210
This course is an advanced study of air conditioning systems.

ACR 240 Advanced Automatic Controls (2-3-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACR 106, ACR 140
This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration.

**AET - Architectural Engineering Technology**

AET 101 Building Systems I (2-3-3)
Offered Spring and Summer Semesters
Prerequisite: AET 110
Co-requisite: AET 103 (required)
This course is a study of fundamental concepts of design and construction techniques in residential, commercial and industrial building.
AET 103  International Building and Residential Codes (2-3-3)
Offered Spring and Summer Semesters
Prerequisite: AET 110
Co-requisite: AET 101 (required)
This course is an introduction to the international building codes and the international residential codes, as well as local code requirements.

AET 105  Construction Documents (2-3-3)
Offered Fall and Spring Semesters
This course covers the interpretation of residential, commercial and industrial building construction documents, including construction specifications, general conditions and construction industry symbols. Building construction terminology, contracts and the bidding process are also covered.

AET 110  Architectural Graphics I (2-3-3)
Offered Fall and Spring Semesters
This course is an introduction to the skills of architectural manual drafting. This course also includes development of drawing/visualization skills.

AET 111  Architectural Computer Graphics I (2-3-3)
Offered Fall and Spring Semesters
Co-requisite: CPT 170 or EGR 130 (required)
This course includes architectural/construction, basic computer-aided design commands and creation of construction industry symbols and standards.

AET 120  Architectural Graphics II (1-6-3)
Offered Spring Semester
Prerequisites: AET 105, AET 110, AET 111, CET 120
Co-requisite: AET 125 (required)
This course requires the production of a set of working drawings of a residential or commercial building. Exercises incorporate construction methods, materials, building code requirements, site development and technical skills required to draw and graphically present projects.

AET 122  Basic Design Theory (1-6-3)
Offered Fall Semester
Prerequisites: AET 110, ARV 110
Co-requisite: AET 221
This course will research the elements of design and incorporate ideas into simple design projects. Topics include developing written programs, diagrams and flow-charts, 2-D manual and CAD drawings, as well as 3-D models. Students will analyze and synthesize information to develop design skills.

AET 127  Building Information Modeling (2-3-3)
Offered Spring and Summer Semesters
This course is the study of Building Information Modeling (BIM) using industry-leading software. AutoDesk Revit and Navisworks software will be utilized.

AET 150  Preliminary Project Estimating (1-3-2)
Offered Summer Semester
Prerequisite: MAT 105
This course covers basic construction estimating concepts with the main focus on square footage costs and preliminary budget estimating procedures.

AET 201  Building Systems II (2-3-3)
Offered Spring Semester
Prerequisite: AET 101
This course covers mechanical systems, electrical systems and code requirements for residential, commercial and industrial buildings. Included in the course are structural concepts, cladding systems, concrete, masonry, roofing and steel systems.

AET 221  Architectural Computer Graphics II (2-6-4)
Offered Fall Semester
Prerequisite: AET 127
This course includes a study of CAD commands with architectural applications and routines. A complete set of working drawings of a residential or commercial building using the computer as the drafting tool will be produced.

AET 225  Architectural Design Senior Project (2-6-4)
Offered Spring Semester
Prerequisite: AET 122
Co-requisite: AET 231
This course introduces architectural design problems that focus on different architectural contexts, as well as structural principles and construction processes. Instruction will continue to develop students’ communication skills via oral presentation and 2-D and 3-D visualization.

AET 231  Architectural Computer Graphics III (2-6-4)
Offered Spring Semester
Prerequisite: AET 127
This course covers advanced CAD applications. A complete set of construction documents for a residential or commercial building, including a specification outline, is produced and presented.

AGR 201  Introduction to Sustainable Agriculture (3-0-3)
Offered Fall Semester
Prerequisite: RDG 100
This course provides an evaluation of the main goals of sustainable agriculture to include environmental health, economic profitability and social and economic equity. Students will evaluate management and technological approaches and policies that influence agricultural practices.

AGR 202  Soils (3-3-4)
Offered Fall Semester
This course introduces land resources, soil formation, classification and mineralogy and focuses on basic chemical and physical properties of soil. Soil microorganisms, plant nutrients and fertilization are discussed, along with applications of soil properties in relation to plant growth. The course will be taught with an emphasis on understanding the complex community of living organisms that make up soil, as well as the relationship between soil and food safety.
AGR 203 Introduction to Animal Science (3-3-4)  
Offered Spring Semester  
This course is a survey of animal industries and their role and importance to man and society from past to present. Labs will examine the basic principles in the handling of livestock and techniques of farm animal production. Emphasis will be placed on small farm animals.

AGR 204 Introduction to Plant Sciences (3-0-3)  
Offered Fall Semester  
This course will present the fundamentals of plant sciences, including agronomic and horticultural crops of the major agricultural areas of the world. Emphasis will be given to crops of the Southeastern Region of the United States. The class will highlight growing methods for animal forages and heirloom crops of economic importance to South Carolina.

AGR 205 Pest Management (3-0-3)  
Offered Summer Semester  
Students will study major pests (weeds, insects and disease) of the major South Carolina crops. Theory and practices of integrated pest management will be explored and compared to conventional pest management strategies. The relationship between pests and diseases and the quality and safety of produce will be emphasized.

AGR 208 Introduction to Agricultural Economics (3-0-3)  
Offered Fall Semester  
This course is a study of agricultural economics principles. Topics include the application of these principles to the solution of agricultural economics, farm organization, land economics farm prices, government farm policies and farm business problems related to national/international economies. Students will be introduced to the organizations and agencies that can provide assistance to farmers and will be taught how to work with those agencies to maximize benefits.

AGR 209 Introduction to Agriculture Marketing (3-0-3)  
Offered Spring Semester  
This is a technical course of marketing methods, practices and policies in agriculture. The course emphasizes the management applications of marketing techniques in an agricultural environment. Emphasis will also be placed on communication principles for direct marketing and sales opportunities, such as social media, e-newsletters, farmers’ markets, restaurant sales and Community Supported Agriculture.

AGR 211 Applied Agriculture Calculations (3-0-3)  
Offered Spring Semester  
This course is a study of basic mathematical applications in crop and livestock production, agribusiness and financial management. Mastery of these concepts will assist students in understanding the importance of such applications in the agricultural industry. Students will be required to write a business plan as part of the course emphasis on-farm profitability.

AGR 214 SCWE in Sustainable Agriculture I (1-8-3)  
Offered Spring Semester  
Prerequisite: AGR 201  
This course is an introductory supervised comprehensive work experience in the sustainable agriculture industry. Students will be matched with farms that meet their mutual interests and will work under the supervision of the instructor/employer.

AGR 215 SCWE in Sustainable Agriculture II (1-8-3)  
Offered Summer Semester  
Prerequisites: AGR 201, AGR 214  
This course is an intermediate supervised comprehensive work experience in the sustainable agriculture industry. Students will continue to work on an assigned farm and will complete more advanced tasks with increasing independence while still under the supervision of the instructor/employer.

AHS - Allied Health Sciences

AHS 102 Medical Terminology (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Placement into ENG 101  
This course covers medical terms, including roots, prefixes and suffixes, with emphasis on spelling, definition and pronunciation. This course is highly recommended for students entering health-related curriculums.

AHS 113 Head & Neck Anatomy (1-1-1)  
Offered Fall Semester  
Prerequisites: NUR 152  
This course provides information on various health careers to include job responsibility and personal and educational requirements, as well as an overview of the health care system with its unique nomenclature and delivery of care.

AHS 116 Patient Care Relations (0-9-3)  
Offered Fall, Spring and Summer Semesters  
This course includes a study of the psychological and emotional effects of illness, hospitalization and recuperation upon the patient, others and health care providers.

AHS 119 Health Careers (3-1-3)  
Offered Fall and Spring Semesters  
Prerequisite: Instructor permission  
This course provides information on various health careers to include job responsibility and personal and educational requirements, as well as an overview of the health care system with its unique nomenclature and delivery of care.

AHS 142 Phlebotomy (1-3-2)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: NUR 152  
This course is a study of phlebotomy procedures utilized in clinical facilities and physicians' offices.

AHS 147 Clinical Pharmacology (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: BIO 210 or BIO 215  
This course is the study of a broad spectrum of drugs, their classification, physical and chemical properties, usage and contraindication in clinical settings.

AHS 206 Cross-sectional Anatomy for Medical Imaging (2-0-2)  
Offered Fall and Summer Semesters  
Prerequisites: BIO 210, BIO 211 and permission of instructor  
This course is a study of human anatomy as viewed in cross-sectional planes. This is used in medical imaging modalities, such as computed tomography, Magnetic Resonance Imaging and Ultrasound.
ANT 201 General Anthropology* (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Placement into ENG 101  
This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primatology, human paleontology, human variation, archeology and ethnology.

ANT 202 Cultural Anthropology (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Placement into ENG 101  
This course includes an exploration and comparison of selected contemporary cultures, including their languages. The course also includes an introduction to the concepts, methods and data of socio-cultural anthropology and anthropological linguistics.

ANT 203 Physical Anthropology and Archaeology (3-0-3)  
Offered Fall Semester  
Prerequisite: SOC 101 or ANT 101 or PSY 201 or PSY 103 or PSC 201 or permission of instructor  
This course includes an exploration of human origins, human evolution, human prehistory and cultural existence from its less complex forms to early civilizations. The course also includes an introduction to the concepts, methods and data of physical and archaeological anthropology.

AOT - Administrative Office Technology

AOT 104 Keyboarding and Input Technologies (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: Placement into RWR 100 and placement into MAT 100 or higher  
This course focuses on the mastery of touch keyboarding and introduces new input technologies, such as voice, pen and scanner.

AOT 110 Document Formatting (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: AOT 104, Placement into ENG 101 and MAT 105  
This course emphasizes speed, accuracy and developing document formatting skills using keyboarding competencies.

AOT 120 Professional Development (3-0-3)  
Offered Fall and Spring Semesters  
Prerequisites: AOT 212, AOT 251  
This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job-seeking skills, office etiquette, ethics and time and stress management. Course is taught Online only.

AOT 133 Records Management (3-0-3)  
Offered Fall and Summer Semesters  
Prerequisite: CPT 270  
This course emphasizes records management functions and various types of storage methods, technology and procedures. Both manual and electronic records information management systems are included.

AOT 162 Basic Information Processing (3-0-3)  
Offered Fall and Spring Semesters  
Prerequisite: Placement into ENG 101  
This is an entry-level course to introduce the user to basic computer information processing software applications. Note: Microsoft Windows and Outlook are covered. Course is taught online only.

AOT 196 Office Confidentiality and Security (3-0-3)  
Offered Spring and Summer Semesters  
Prerequisites: AOT 212, AOT 251  
This course is the study of legal issues encountered in the office environment to include accessibility, interviewing, HIPAA and other rules as they apply to specific types of offices. Office security issues and basic response to crisis are also reviewed.
AOT 212 Medical Document Production (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: AHS 102, plus BIO 110 or BIO 112
This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production.

AOT 234 Administrative Office Communications (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: AOT 110, AOT 251, CPT 270, ENG 101
This course emphasizes communication skills necessary in the business environment. It includes composing business correspondence, developing and giving oral presentations, practicing recording and translating information using the latest technology and developing effective communication skills. This course integrates composition skills and grammar skills necessary in the preparation of a variety of business messages in the workplace.

AOT 250 Advanced Information Processing (3-0-3)
Offered Spring and Summer Semesters
Prerequisites: AOT 162, CPT 170 and ACC 245 or CPT 264 or IST 110 or LOG 215
This course emphasizes complex applications of information processing software using advanced features and concepts.

AOT 251 Administrative Systems and Procedures (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: AOT 110, CPT 170
This course covers processing information in the office. Emphasis is on increasing proficiency in performing a variety of office tasks.

AOT 252 Medical Systems & Procedures (3-0-3)
Offered Spring and Summer Semesters
Prerequisites: AOT 212, BIO 110 or BIO 112
Pre- or Co-requisite: HIM 103 (required)
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. Specialized application software for medical offices is used.

AOT 255 Senior Practicum (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: Instructor consent, plus AOT 133, AOT 256 and ACC 245 or CPT 264 or LOG 215 or AOT 212
This course includes practical experience in an approved office setting, as well as class meetings. Emphasis is placed on such topics as career planning, ethics, attitude and other subjects which enhance employability skills.

AOT 256 Office Management (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: AOT 251, MKT 130
This course emphasizes skills relative to managing office functions with emphasis on conflict resolution, confidentiality and security of records and supervisory/leadership skills.

ART - Art

ART 101 Art History and Appreciation* (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 101
This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

ART 105 Film as Art* (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 101
This course provides an introduction to the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples.

ART 106 History of Photography (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 101
This course is a survey of the history of photography beginning with the emergence of the fixed image of the 1830s through contemporary trends. The emphasis of the class is the technical and aesthetic development of photography as a medium of historical and artistic expression.

ART 107 History of Early Western Art (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ENG 101
This course is a visual and historical survey of western art from the Paleolithic Age to the Renaissance. The techniques, forms and expressive content of painting, sculpture and architecture are studied within the context of the cultural environment which produced them.

ART 108 History of Western Art (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ART 107
This course is a visual and historical survey of western art from the Renaissance through modern times. The techniques, forms and expressive content of painting, sculpture and architecture will be studied within the context of the cultural environment which produced them.

ART 111 Basic Drawing I (2-3-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: ARV 121
This course provides an introduction to the materials and the basic techniques of drawing.

ART 112 Basic Drawing II (2-3-3)
Offered Fall Semester
Prerequisite: ART 111
This course covers a study of the materials and basic techniques of drawing. Emphasis is placed on traditional and contemporary approaches to media usage and personal content development.

ART 200 Type Designing (2-3-3)
Offered Fall Semester
Prerequisites: ART 111, ARV 110
This course focuses on type as an image for visual and verbal communications generated by hand or by computer. Includes the investigation of text and display type, measurement systems, persuasive type, proportions, spacing, vocabulary, grids, visual hierarchy and the history of letterform design.

ART 202 Ceramics (2-3-3)
Offered Summer Semester
Prerequisite: ARV 121
This course is a study of the historical investigation of and introduction to design basics, techniques and processes unique to the construction of clay forms. Projects include hand building and wheel throwing, clay mixing, firing, glazing and embellishment.
ART 207 Printmaking (2-3-3)
Offered Spring Semester
Prerequisite: ART 111
This course covers an introduction to the processes and techniques of artistic printmaking. Projects emphasizing personal expression may include relief printing (wood and linoleum block), intaglio (etching and engraving), lithography and monotype.

ART 208 Art Since 1945 (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ART 101 or ART 108
This course is the study of the movements and trends of art and architecture from 1945 to the present; exploring specific artists, artworks and the forces that have shaped them.

ART 210 History of Graphic Design (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: Placement into ENG 101, ARV 121
This course surveys graphic communication throughout history, from cave paintings to the development of printing through recent digital technology. Major emphasis is placed on the twentieth century and influential trends in contemporary graphic design.

ART 211 Introduction to Painting (2-3-3)
Offered Fall Semester
Prerequisite: ART 111
This course is an introduction to materials and techniques of painting. The study of composition and color will be presented through observational painting. Preparation of supports and grounds will be stressed.

ART 267 Seminar in Photography (2-3-3)
Offered on a rotational basis
Prerequisite: Permission of instructor
This course is a scheduled investigation into contemporary topics, issues, techniques and processes of photography.

ART 268 Seminar in Fine Arts (2-3-3)
Offered on a rotational basis
Prerequisite: Permission of instructor
This course is a scheduled investigation into contemporary topics, issues, techniques and processes of the fine arts.

ART 290 Photojournalism (2-3-3)
Offered Spring Semester
Prerequisite: ARV 114
This course will cover the principles and practices of photography as a creative tool of communication. Advanced digital capture and editing techniques will be emphasized in the course.

ART 292 Foundations for Art Education (2-3-3)
Offered Spring Semester
Prerequisite: ENG 101
This course is the study of historical, functional, theoretical, philosophical and ethical posits of art education. It surveys standards, research, technology, diversity and legislation's impact; cognitive/artistic development; curriculum design; assessment; instructional planning and classroom management.

ARV - Visual Arts

ARV 110 Computer Graphics I (2-3-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: ENG 032, RDG 032, MAT 100 or MAT 032, or satisfactory placement
This course is a study of the fundamentals of computer-assisted graphic design. It utilizes the Macintosh operating system and applications. No computer experience is required to enroll in this course.

ARV 114 Photography I (2-3-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: ARV 110, ARV 121
This course is a study of the principles, terminology, techniques, tools and materials of basic photography. The successful student will produce quality photographic prints using digital and/or analog processes.

ARV 121 Design (2-3-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: ENG 032, RDG 032, MAT 100 or MAT 032, or satisfactory placement
This course covers basic theories, vocabulary, principles, techniques, media and problem-solving in basic design. This is a foundation design course required for all beginning visual arts majors.

ARV 122 3-Dimensional Design I (2-3-3)
Offered Spring Semester
Prerequisite: ARV 121
This course is a foundation design course that examines the principles, theory, techniques and materials of three-dimensional form, space and structure.

ARV 205 Graphic Illustration (2-3-3)
Offered on a rotational basis
Prerequisites: ART 111, ARV 110
This course covers the tools and techniques used to create graphic illustrations for various types of print advertising.

ARV 210 Computer Graphics II (2-3-3)
Offered Fall and Spring Semesters
Prerequisites: ARV 110, ARV 121
This course is an advanced computer art course which includes a study of the creation of graphic design using electronic imagery. The focus of this class includes advanced Photoshop techniques of image creation and manipulation for output.

ARV 212 Digital Photography (2-3-3)
Offered Fall Semester
Prerequisite: ARV 114
This course is a study of the principles, terminology, techniques, tools and materials of basic digital photography. Images produced in this course will address the needs of the visual communication industry.

ARV 214 Photography II (2-3-3)
Offered Fall Semester
Prerequisite: ARV 114
This course covers advanced projects in photography, including studio work. Students will work with digital single-lens reflex cameras to expand on the techniques, processes and concepts covered in the previous photography course. Emphasis is placed on advanced lighting techniques for commercial photography. Analog media may be explored upon request.
ARV 215 Photography III (2-3-3)
Offered Spring Semester
Prerequisites: ART 106, ARV 114
This course incorporates advanced projects in photography, including studio and lab work. This course will include the production of special-purpose enlarged negatives, using digital techniques. Processes may include hand coloring prints, emulsion lifts, cyanotype, gum bichromate, Van Dyke and platinum/palladium.

ARV 217 Computer Imagery (2-3-3)
Offered Fall and Spring Semesters
Prerequisites: ART 111, ARV 110, ARV 121
This course covers the use of the computer as a tool to create images that address the needs of the visual communication field. Course content includes the study of the printing process and pre-press production procedures from the design stage through the finished product.

ARV 222 Computer Animation (2-3-3)
Offered Spring Semester
Prerequisites: ARV 110, ARV 121
This course introduces techniques of creating the illusion of motion and three-dimensional space. This course covers basic components of digital design tools including vector, raster, modeling language and animation.

ARV 227 Web Site Design I (2-3-3)
Offered Spring and Summer Semesters
Prerequisites: ARV 121, ARV 110
This course is an introduction to the production of an interactive world wide web site. Course content focuses on the use of creative and analytical concepts that employ Adobe Photoshop, Dreamweaver, HTML and CSS coding. The student will produce an efficient, optimized web site that meets a theoretical client's evaluated needs.

ARV 228 Web Site Design II (2-3-3)
Offered Fall Semester
Prerequisite: ARV 227
This course covers a study of advanced web site design techniques culminating in an interactive web site. Course content includes problem-solving in Dreamweaver with advanced HTML and CSS coding in multiple websites.

ARV 230 Visual Arts Business Procedures (2-3-3)
Offered Spring and Summer Semesters
Prerequisite: Placement into ENG 101
This course covers a study of professional practices involved in the organization and operation of businesses concerned with the visual arts. Students will create a business plan, a marketing plan and an identity package. Topics include copyright law, taxes, business plan development, workplace ethics, marketing, resumes and interpersonal skills.

ARV 241 Painting II (2-3-3)
Offered Spring Semester
Prerequisite: ART 211
This course emphasizes personal expression in classical and modern techniques of painting. Continued study of compositional strategies and color relationships through abstract concepts and thematics will be stressed.

ARV 244 Sculpture I (2-3-3)
Offered Summer Semester
Prerequisite: ARV 121
This studio course develops skills in working with 3-dimensional traditional and nontraditional sculptural methods. Personal expression in static, installation, site-specific, temporal and conceptual sculpture is explored.

ARV 265 Graphics Art Portfolio (1-.5-1)
Offered on a rotational basis
Prerequisite: Permission of instructor
This course covers the development of strategies for entering the graphic arts industry and refining portfolios and resumes to meet professional standards. This course will give students both graphic design and production experience by working in a studio environment.

ARV 266 Seminar in Graphics Art (2-3-3)
Offered on a rotational basis
Prerequisite: Permission of instructor
This course offers an introduction to contemporary topics and issues in graphic design.

ARV 276 Studio Practicum I (2-3-3)
Offered Spring Semester
Prerequisite: ARV 227
This course includes advanced practical projects in graphic design, multimedia, animation, web design, photography, and/or computer imagery.

ARV 280 Visual Arts Exit Portfolio (2-3-3)
Offered Summer Semester
Prerequisite: Permission of instructor
This course covers the preparation of students' job-seeking or academic placement portfolios. The course includes lectures, demonstrations and studio work. Student work is evaluated based on concept and execution. Satisfactory completion of both a portfolio and a verbal presentation is required.

AST - Astronomy

AST 101 Solar System Astronomy* (3-3-4)
Offered Fall and Summer Semesters
Prerequisite: MAT 105
This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included.

AST 102 Stellar Astronomy* (3-3-4)
Offered Spring and Summer Semesters
Prerequisite: MAT 105
This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extragalactic objects. Related topics of current interest are included.

AUT - Automotive

AUT 101 Engine Fundamentals (2-3-3)
Offered Fall Semester
This course is a study of automotive engine fundamentals, principles of engine operations, including horsepower calculations, cubic inch displacement calculations, efficiency combustion theory, etc. Types of engines, cylinders, valve arrangements, lubrications, fuel, exhaust and cooling systems also are included.

AUT 103 Engine Reconditioning (3-3-4)
Offered Fall Semester
Prerequisite: Placement into MAT 100
This course is a review of engine fundamentals and overhaul procedures followed by performance in all areas of engine block preparation, cylinder head preparation, cleaning, specifications, measurements with micrometers, assembly and operation of unit.
AUT 107  Advanced Engine Repair  (3-3-4)  
Offered Summer Semester  
Prerequisites: AUT 149, AUT 241  
This course includes an advanced application of engine fundamentals, including engine removal, internal diagnostic and repair procedures, engine assembly and installation procedures.

AUT 110  Introduction to Automotive Welding  (2-3-3)  
Offered Fall and Spring Semesters  
This course is an introduction to basic welding as it applies to automotive technology. This course will cover safety procedures, cutting torch operation, basic gas welding and basic mig welding.

AUT 112  Braking Systems  (3-3-4)  
Offered Spring Semester  
Prerequisites: AUT 132, AUT 159  
This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding. Topics covered also include fundamentals of hydraulics, brake components and ABS, the relation to tractions control and vehicle stability.

AUT 116  Manual Transmission and Axle  (3-3-4)  
Offered Spring Semester  
Prerequisite: AUT 159  
Co-requisite: MAT 170  
This course is an advanced study of manual transmissions and transaxles, including proper overhaul procedures for axles and manual transmissions and transaxles.

AUT 122  Suspension and Alignment  (3-3-4)  
Offered Fall and Spring Semesters  
This course is a study of suspension and steering systems, including non-adjustable and adjustable wheel alignment angles and application of balancing and alignment equipment.

AUT 132  Automotive Electricity  (3-3-4)  
Offered Fall and Spring Semesters  
This course is a study of electricity as used in automotive applications. This course includes DC and AC principles and their various uses in the automobile. The relationship between Ohm's Law and actual automotive circuits is demonstrated.

AUT 149  Ignition and Fuel Systems  (3-3-4)  
Offered Fall Semester  
Prerequisites: AUT 103, AUT 132  
This course is a study of ignition system operation and how it relates to fuel systems for proper engine operation. This course also covers fuel injection, direct-injection gasoline and distributorless ignition.

AUT 152  Automatic Transmissions  (3-3-4)  
Offered Fall Semester  
Prerequisite: MAT 170  
This course is a basic study of power flow and hydraulics, including torque converter operation.

AUT 157  Shop Management and Supervision  (2-3-3)  
Offered Summer Semester  
Prerequisite: AUT 159  
Co-requisite: ENG 165  
This course covers shop management and supervision skills, including shop morale, quality control and customer relations.

AUT 159  Tools, Equipment and Reference Manuals  (2-3-3)  
Offered Fall and Spring Semesters  
Prerequisite: Placement into MAT 100  
Co-requisite: COL 105 (required)  
This course is a study of the proper selection, care and use of tools and equipment, including proper use of service and reference manuals and guides.

AUT 231  Automotive Electronics  (3-3-4)  
Offered Spring Semester  
Prerequisite: AUT 132  
This course includes the study of solid-state devices, microprocessors and complete diagnostics using the latest available equipment. This course will also cover starters, alternators, LAN (Local Area Network) and CAN (Control Area Network) systems.

AUT 232  Automotive Accessories  (0-6-2)  
Offered Fall Semester  
Prerequisite: AUT 231  
This course is a study of devices and systems considered accessories by the automotive industry. Study includes windshield wiper systems, power door locks, windows and seats, radios and clocks.

AUT 241  Automotive Air Conditioning  (3-3-4)  
Offered Summer Semester  
Prerequisite: AUT 132  
This course is a study of the principles of refrigeration, operation and testing procedures to determine the cause of malfunction, servicing, or repairing by approved methods. Emphasis is on special tools, equipment and safety procedures.

AUT 247  Electronic Fuel Systems  (3-3-4)  
Offered Summer Semester  
Prerequisite: AUT 149  
This course includes the study of fuel injection systems, other fuel system components and how computers control fuel delivery.

AUT 252  Advanced Automatic Transmission  (3-3-4)  
Offered Spring Semester  
Prerequisites: AUT 132, AUT 152  
This course is an advanced study of automatic transmission and transaxle electronics, including torque converter clutch and clutch controls.

AUT 268  Special Topics in Automotives  (2-3-3)  
Offered Summer Semester  
This course covers special subject matter, new technology, new testing equipment and diagnostic routines.

AUT 275  Alternate Technology Vehicles  (2-3-3)  
Offered Spring Semester  
Prerequisite: AUT 232  
This course is the study of vehicles powered with gasoline engines in combination with other non-gasoline power systems. Hybrid, Fuel Cell, compressed gases and diesel/bio-diesel and Homogeneous Charge Compression Ignition (HCCI) technology will be covered in this course. Additional topics include hybrids, light duty diesels and 100% electric vehicles.


**BAF - Banking and Finance**

**BAF 101** Personal Finance (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: Placement into ENG 100 and placement into MAT 155 or higher
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments and retirement planning.

**BCT - Building Construction Technology**

**BCT 101** Introduction to Building Construction (3-6-5)
Offered Fall Semester
This course is an introduction to residential and light commercial construction, construction terms, tools of the trade and their safe use.

**BCT 102** Fundamentals of Building Construction (1-9-4)
Offered Fall Semester
This course is a study of framing for residential and light commercial buildings.

**BCT 103** Construction Site Layout (1-9-4)
Offered Spring Semester
This course covers location and layout of building corners, elevation and the use of appropriate tools.

**BCT 104** Construction Safety and Equipment (2-0-2)
Offered Spring Semester
This course includes what personal protective clothing and equipment to wear, how to perform basic construction tasks safely and how to respond to accidents if they occur.

**BCT 116** Residential Building Exam Preparation (1-0-1)
Offered Summer Semester
This course prepares the student for the South Carolina residential contractor’s exam. The course covers a basic review of general contracting, including documents, construction budgets, cost accounting and inspections.

**BCT 119** Plumbing Inspector Certification (1-0-1)
Offered Fall, Spring and Summer Semesters
This course is a study of the standard plumbing code (ICC) for persons responsible for ensuring plumbing installation compliance, while also preparing for examination and certification through the SBCCI as a plumbing inspector.

**BCT 131** Estimating/Quantity Take-Off (2-0-2)
Offered Fall Semester
This course covers construction estimation and quantity take-off for construction trades based on local and national building codes.

**BCT 132** Fundamentals of Construction Safety (4-0-4)
Offered Spring Semester
This course covers safety standards and practices as they apply to the building construction industry.

**BCT 150** Plumbing (3-6-5)
Offered Fall, Spring and Summer Semesters
This course is a study of skills for the plumbing trade, safe and proper use of plumbing tools, calculations for plumbing, schematics for plumbing, selection and joining of various pipes, selecting and fitting tubing and fillers, cutting and threading carbon steel pipes and making flare and compression joints.

**BCT 151** Introduction to Residential Plumbing (3-0-3)
Offered Fall, Spring and Summer Semesters
This course covers plumbing theory as it relates to residential construction.

**BCT 152** Residential Plumbing (3-6-5)
Offered Fall, Spring and Summer Semesters
This course is a study of the plumbing methods and practices used in residential application.

**BCT 153** Plumbing Repairs (1-6-3)
Offered Fall, Spring and Summer Semesters
This course covers repair work in domestic and commercial plumbing installation.

**BCT 154** Plumbing Tests and Connections (2-3-3)
Offered Fall, Spring and Summer Semesters
This course is a study and application of DWV piping systems, testing DWV piping, testing water lines, testing faucets and valves and installing water heaters.

**BCT 201** Principles of Roof Construction (1-9-4)
Offered Spring Semester
This course is a study of design and construction of roof systems and roofing materials for residential and light commercial construction.

**BCT 203** Exterior & Interior Finishes (1-12-5)
Offered Summer Semester
This course is a study of exterior and interior finishes for residential and light commercial buildings.

**BCT 209** Construction Project Management (2-3-3)
Offered Summer Semester
This is a course designed with projects using building construction skills. Students will learn techniques of scheduling materials and labor to be on the job site at appropriate times to meet project goals and to ensure that permits, restrictions and surveys have been met.

**BCT 221** Construction Building Codes (3-0-3)
Offered Summer Semester
This course is a study of local, state and national building code requirements as they apply to residential and commercial construction.

**BCT 231** Construction Labor and Expediting (2-3-3)
Offered Spring Semester
This course is a study of the process of controlling material and labor on a job site.

**BIO - Biology**

**BIO 101** Biological Science I* (3-3-4)
Offered Fall, Spring and Summer Semesters
Placement into ENG 101
This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution and ecology.
BIO 102 Biological Science II* (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: BIO 101
This course is a study of the classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla, as well as viruses). Vertebrate animals and vascular plants are emphasized.

BIO 105 Principles of Biology (non-majors biology) (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 101
This is an introductory biology course, unifying biology concepts and principles at all levels. This course is designed for non-science majors.

BIO 110 General Anatomy & Physiology (2-3-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: Placement into RDG 032 and placement into MAT 100
This course is a general introduction to the anatomy and physiology of the human body. Emphasis is on the organ systems of the human and their interrelationships. Technical Performance Standard: Near and far visual acuity sufficient for observation, assessment and implementation; i.e., read exams, view pictures, computer screens and overhead projections.

BIO 112 Basic Anatomy & Physiology (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisites: Placement into RDG 032 and placement into MAT 100
This course is a basic integrated study of the structure and function of the human body. Technical Performance Standard: Near and far visual acuity sufficient for observation, assessment and implementation; i.e., read exams, view pictures, computer screens and overhead projections.

BIO 115 Basic Microbiology (2-3-3)
Offered based on need
Prerequisites: Placement into RDG 032 and placement into MAT 100
This is a general course in microbiology, including epidemiology, presence, control and identification of microorganisms.

BIO 150 Anatomy Review for Kinesiology (for Physical Therapist Assistant majors) (0-3-1)
Offered Fall, Spring and Summer Semesters (Online Only)
Prerequisites: BIO 210 or BIO 215
This course is a study of the fundamentals of human movement to include detailed musculoskeletal and neuromuscular anatomy, an introduction to kinesiological terms, joint planes of movement and analysis of motion.

BIO 201 Zoology (3-3-4)
Offered based on need
Prerequisites: BIO 101 and BIO 102 or instructor permission
This course is a study of the classification, characteristics, structure, physiology, reproduction, development, evolution and behavior of animals.

BIO 202 Botany (3-3-4)
Offered based on need
Prerequisite: BIO 101
This course is a study of cells, tissue, structure, growth, development, organization, energetics and physiology of plants.

BIO 203 General Genetics (3-3-4)
Offered based on need
Prerequisite: BIO 101
This course introduces major concepts in genetics at the cellular, molecular and population levels. It also reviews and expands classical Mendelian principles, the molecular nature of the gene, gene action, gene regulation and gene frequencies in populations.

BIO 205 Ecology (3-0-3)
Offered based on need
Prerequisite: BIO 101
Co-requisite: BIO 206 – Required (Note: BIO 205 and BIO 206 must be taken in the same semester.)
This course introduces basic principles of population biology, ecology and environmental science as applied to the study of the interactions between humankind and the biosphere.

BIO 206 Ecology Lab (0-3-1)
Offered based on need
Prerequisite: BIO 101
Co-requisite: BIO 205 – Required (Note: BIO 205 and BIO 206 must be taken in the same semester.)
This ecology laboratory experience consists of discussions, demonstrations, experiments, films and field trips pertaining to the relationships of man to the biosphere, human ecology, resource use and environmental impact. The majority of the labs will be in the field.

BIO 209 Principles of Environmental Science (3-3-4)
Offered based on need
Prerequisite: BIO 101
This course focuses on the investigation and analyses of environmental elements. Scientific principles, concepts and methodologies required to understand the interrelationships of the natural world will be explored. Students will analyze natural and man-made environmental problems and solutions.

BIO 210 Anatomy & Physiology I* (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 101
(Note: AHS 102 or BIO 101 or BIO 112 highly recommended)
This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems will be studied.

BIO 211 Anatomy & Physiology II* (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: BIO 210
This is a continuation of BIO 210, including intensive coverage of the body as an integrated whole. All body systems will be studied. Technical Performance Standard: Near and far visual acuity sufficient for observation, assessment and implementation; i.e., read exams, view pictures, computer screens and overhead projections.

BIO 215 Anatomy (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 101
(Note: AHS 102 or BIO 101 or BIO 112 highly recommended)
This course is a study of the structure of the human body in relation to normal and pathologic states. Technical Performance Standard: Near and far visual acuity sufficient for observation, assessment and implementation; i.e., read exams, view pictures, computer screens and overhead projections.
**BIO 216 Physiology** (3-3-4)
*Offered Fall, Spring and Summer Semesters*
Prerequisite: Placement into ENG 101
(Note: AHS 102 or BIO 101 or BIO 112 highly recommended)
This course is a study of human physiological processes in relation to homeostasis. Technical Performance Standard: Near and far visual acuity sufficient for observation, assessment and implementation; i.e., read exams, view pictures, computer screens and overhead projections.

**BIO 225 Microbiology*** (3-3-4)
*Offered Fall, Spring and Summer Semesters*
Prerequisites: BIO 101 or BIO 210 and placement into ENG 101
This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms and diagnostic procedures for identification.

**BIO 240 Nutrition** (3-0-3)
*Offered Fall, Spring and Summer Semesters*
Prerequisite: Placement into ENG 101
This course is an introduction to the essential aspects concerning the science of nutrition. Particular emphasis is on the classes of nutrients and their physiological uses in the body. Body energy requirements and the nutritional status of the world are considered.

**BIO 241 Clinical Nutrition** (3-0-3)
*Offered Fall, Spring and Summer Semesters*
Prerequisite: CUL 103 or BIO 240
This course is the study of diet therapy for an individual with a health problem. Topics include the etiology of the disease and the necessary diet modifications needed to aid in restoring the individual's health.

**BIO 250 Molecular Biology** (3-0-3)
*Offered based on need*
Prerequisites: BIO 101, CHM 111
This course is an in-depth study of the principles that govern the structure and function of both procaryotic and eucaryotic genes. Emphasis is placed on gene structure, function, expression and regulation.

**BIO 260 Immunology** (3-0-3)
*Offered based on need*
Prerequisite: BIO 101 or BIO 210 or BIO 225
This course covers the principles and practices of modern immunology, including the interactions between the various cellular and chemical components of the immune response. Topics covered include antibody structure and function; applications of monoclonal antibodies in medicine; gene rearrangements in B and T cells; cellular cooperation and role of the MHC; tolerance; and immunopathology.

**BIO 275 Human Pathophysiology** (3-0-3)
*Offered Fall, Spring and Summer Semesters*
Prerequisite: BIO 211 or BIO 215 and BIO 216
This course studies human disease processes, including inflammation, degeneration, immunity, neoplasia, congenital anomalies and acquired or inherited conditions. Common diseases for each body system are covered with emphasis placed on clinical manifestations, diagnosis, treatment and prevention. Prior knowledge of cellular biology, anatomy and physiology is required; microbiology is highly recommended. Technical Performance Standard: Near and far visual acuity sufficient for observation, assessment and implementation; i.e., read exams, view pictures, computer screens and overhead projections.

**BIO 299 Research in the Biological Sciences** (0-9-3)
*Offered Fall, Spring and Summer Semesters based on student request and permission of instructor*
Prerequisite: Permission of instructor
This course provides an opportunity for students to investigate a faculty-approved topic related to Biology using the application of practical research methods. The course is designed for students in an Associate in Arts or Associate in Science program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects.

**BKP - Baking and Pastry**

**BKP 120 Bakeshop Production** (1-6-3)
*Offered Fall and Spring Semesters*
Pre- or co-requisite: CUL 155
This course covers the applications of fundamentals and principles of basic baking. Emphasis is placed on skill development for quality commercial bakery products.

**BKP 121 Cake Decorating and Finishing Techniques** (1-6-3)
*Offered Spring Semester*
Prerequisites: BKP 120, CUL 155
This course covers the techniques and assembling used in finishing theme cakes and international cakes with a variety of mediums used in commercial bakeshops.

**BKP 182 Artisan Breads** (1-6-3)
*Offered Fall Semester*
Pre- or co-requisite: BKP 120
This course introduces the fundamental skills, concepts and techniques of artisan bread baking. Use of sponges, wild yeast, bigas and poolish will be incorporated in making authentic rustic bread. Students will make an assortment of international breads as well as breads for special occasions.

**BKP 183 Plated Desserts** (1-6-3)
*Offered Spring Semester*
Prerequisite: BKP 120
This course focuses on the elements of modern dessert production and consumption. It stresses a thorough understanding and creation of all components of plated dessert production, using basic pastry principles.

**BKP 220 Advanced Bakeshop** (1-6-3)
*Offered Summer Semester*
Pre- or co-requisite: BKP 120
This course is a study of the preparation of advanced, classical and international pastries. Emphasis is placed on producing quality, commercial baked goods.

**BUS - Business**

**BUS 105 Business Economic Applications** (3-0-3)
*Offered Fall, Spring and Summer Semesters*
Prerequisites: ACC 101; ECO 105, 210 or 211, MAT 155 or higher; MGT 101
This course includes the practical applications of economics used in marketing, retailing and management and the study of supply/demand, market structure, price regulations and trade.

**BUS 110 Entrepreneurship** (3-0-3)
*Offered Fall, Spring and Summer Semesters*
Prerequisite: Placement into ENG 101
This course is an introduction to the process of starting a small business, including forms of ownership and management.
BUS 120 Business Plan (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: BUS 110, MGT 120
This course involves the development of a sound business plan for a small business idea. Students will assess the strengths and weaknesses of a business idea, develop a marketing plan, prepare financial projections and identify and evaluate potential funding sources for their business.

BUS 121 Business Law I (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: ENG 101 or ENG 165 and MGT 101
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions and warranties.

BUS 136 Compensation and Benefits Analysis (3-0-3)
Offered Spring Semester
Prerequisites: CPT 170, ENG 101, MGT 201, MGT 270
This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems within the organization.

BUS 220 Business Ethics (3-0-3)
Offered Spring Semester
Prerequisite: ENG 101
This course includes an exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation and free enterprise.

BUS 230 Purchasing (3-0-3)
Offered Spring Semester
Prerequisite: LOG 215 or MMT 101
This course is a study of the concepts and techniques involved in the efficient acquisition and management of purchased goods in business and/or industrial firms.

BUS 250 Introduction to International Business (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: ENG 101, MAT 105 or MAT 155, MKT 101 and MGT 101
This is a survey course in international business designed to enhance the global perspective of business students. Emphasis is placed on the legal, cultural, economic and political factors faced in operating an international business.

BUS 270 SCWE in Business (0-12-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Enrollment into this course will be determined on an individual case basis.
This course includes the integration of business skills within an approved work site related to business and industry. (See advisor and/or Management Department Head regarding enrollment into this course.)

BUS 299 Research in Business (0-9-3)
Offered Fall, Spring and Summer Semesters based on student request and permission of instructor
Prerequisite: Permission of instructor
This course provides an opportunity for students to investigate a faculty-approved topic related to Business using the application of practical research methods. The course is designed for students in a Business or Public Service program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects.

CDM 110 Cancer Registry Management I (3-0-3)
Offered Fall Semester
Prerequisite: Admission to the Cancer Data Management Program
Co-requisite: CDM 120 (required)
Pre- or Co-requisite: HIM 110 (required)
This course provides an in-depth study of cancer registration, registry organization, types of registries, cancer registry operations, legal and ethical issues and an overview of the standards prescribed by the different cancer registry standard-setting organizations.

CDM 120 Cancer Disease Management (3-0-3)
Offered Fall Semester
Prerequisite: Admission to the Cancer Data Management Program
Co-requisite: CDM 110 (required)
Pre- or Co-requisite: HIM 110 (required)
This course provides an overview of oncology disease processes, types of cancer treatments, surgical and other treatment coding and a detailed overview of the major cancer sites and clinical trial and monitoring procedures.

CDM 130 Abstracting Principles and Practices I (2-0-2)
Offered Spring Semester
Prerequisites: CDM 110, CDM 120, HIM 110
Co-requisites: CDM 220, HIM 135 (required)
This course will introduce the principles of cancer registry abstracting, the standards for collecting individual data elements and the identification of appropriate clinical information from medical records for data capture in the abstract. The principles introduced will be consistent with current cancer registry regulatory core data requirements.

CDM 210 Cancer Registry Management II (3-0-3)
Offered Summer Semester
Prerequisites: CDM 130, CDM 220, HIM 135
Co-requisite: CDM 230 (required)
This course continues with the study of registry standard organizations, networking, policies and procedures, follow-up processes, quality, database management, informatics and statistics and epidemiology.

CDM 220 Oncology Coding and Staging Systems (3-0-3)
Offered Spring Semester
Prerequisites: CDM 110, CDM 120, HIM 110
Co-requisites: CDM 220, HIM 135 (required)
This course will provide an overview of oncology coding and staging systems, regulatory and accrediting organization requirements for staging and the extent of disease concepts used by physicians and cancer surveillance organizations.

CDM 230 Abstracting Principles and Practices II (2-0-2)
Offered Summer Semester
Prerequisites: CDM 130, CDM 220, HIM 135
Co-requisite: CDM 210 (required)
This course is a continuation of the principles of cancer registry abstracting and identifying appropriate clinical information from medical records for data capture in the abstract consistent with cancer registry regulatory core data requirements.
CDM 250 Cancer Statistics and Epidemiology (3-0-3)
Offered Fall Semester
Prerequisites: CDM 210, CDM 230
This course is an introduction to cancer statistics, principles of epidemiology, cancer surveillance, annual report preparation, presentation of cancer data and the use of statistical data for marketing and strategic planning.

CDM 260 Cancer Data Management Practicum (0-12-4)
Offered Fall Semester
Prerequisites: CDM 210, CDM 230
This course provides hands-on experience in all aspects of registry organization and operations in a cancer registry setting. A total of 160 hours will be completed under the direct supervision of a Certified Tumor Registrar in a cancer registry setting.

CET - Construction Engineering Technology

CET 103 Construction Surveying (1-3-2)
Offered Spring and Summer Semesters
Prerequisite: MAT 105 or MAT 102
This course is an introduction to surveying as used in the construction industry, building and site layout, establishing elevations and setting batter boards, as well as other related topics.

CET 115 Mechanical & Electrical Systems (1-3-2)
Offered Fall Semester
Prerequisite: AET 103
This course is a study of mechanical and electrical design criteria for residential and light commercial structures.

CET 120 Construction Materials (2-3-3)
Offered Fall and Spring Semesters
This course includes a study of basic materials used in construction, including research of building product specifications, as included in construction methods.

CET 220 Concrete and Steel Design (1-6-3)
Offered Spring and Summer Semesters
Pre- or Co-requisite: EGR 194
This course covers the study of reinforced concrete and steel structural components.

CET 230 Construction Management (2-3-3)
Offered Fall Semester
Prerequisite: AET 101
Co-requisites: AET 103, CET 232
This course covers the study of management of construction firms, including one or more of the following areas: bidding process, contracts, job costs, labor costs and labor relations.

CET 232 Construction Estimating I (3-3-4)
Offered Fall Semester
Prerequisites: AET 101, MAT 110 and CPT 170 or EGR 130
Co-requisites: CET 230 (required), AET 103 (recommended)
This course covers the basic methods of estimating residential, commercial and industrial projects and the units of measure used for different building construction materials and processes.

CET 234 Construction Estimating II (3-3-4)
Offered Fall Semester
Prerequisites: AET 101, AET 103
Co-requisite: CET 232 (required)
This course covers advanced methods of estimating residential, commercial and industrial projects, including some construction scheduling and labor estimating; also included is construction management.

CET 236 Computerized Construction Estimating (3-3-4)
Offered Spring Semester
Prerequisites: CET 230, CET 232
Co-requisites: CET 238, CET 254 (required)
This course covers the application of computerized construction estimating procedures. Timberline estimating software is used.

CET 238 Construction Planning & Scheduling (1-3-2)
Offered Spring Semester
Prerequisites: CET 230, CET 232
Co-requisites: CET 236, CET 254 (required)
This course covers the decision-making process involved in organizing the labor, materials and equipment for a construction project.

CET 254 Construction Senior Project (3-6-5)
Offered Spring Semester
Prerequisites: CET 230, CET 232
Co-requisites: CET 236, CET 254 (required)
In this course the student is issued a complete set of contract documents and is expected to compile a complete estimate for the project, including construction time schedule and total dollar allocation for materials, equipment and labor associated with the project.

CET 299 Applied Research in Construction (0-12-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: Permission of instructor
This course provides an opportunity for students to investigate a faculty-approved topic in the construction discipline using the application of practical research methods and is an independent study. This course is designed for students in the Construction Engineering Technology program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects.

CHM - Chemistry

CHM 100 Introductory Chemistry (Non-Degree Credit) (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: MAT 105
This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques.

CHM 105 General Organic & Biochemistry (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: CHM 100 or CHM 110 or appropriate placement test score
This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.
CHM 106 Contemporary Chemistry I (3-3-4)
Offered as needed
Prerequisite: MAT 105
This is a survey course in chemistry for non-science majors emphasizing basic principles. Topics include atomic and molecular structure, nuclear chemistry, formulas and nomenclature, states of matter, chemical reactions, acids and bases. Laboratory sections emphasize applications of basic techniques and supplement lecture topics.

CHM 110 College Chemistry I* (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisites: MAT 109 or MAT 110 and CHM 100 (or completion of high school chemistry with a grade of “C” or higher)
This is the first course in a sequence that includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, equilibria and nuclear chemistry.

CHM 211 Organic Chemistry I* (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: CHM 110
This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria. Other topics included are kinetics, thermodynamics, electrochemistry, inorganic chemistry and an introduction to organic chemistry.

CHM 212 Organic Chemistry II* (3-3-4)
Offered Spring and Summer Semesters
Prerequisite: CHM 211
This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties and reaction mechanisms of basic organic chemistry.

CHM 213 Principles of Biochemistry (3-0-3)
Offered Summer Semester
Prerequisite: CHM 211 or CHM 105
This course is the study of the major biochemical processes, including those related to proteins, enzymes, nucleic acids, DNA replication and transcription, carbohydrates, lipids and their associated pathways and significance.

CHM 299 Research in Chemistry (0-9-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Permission of instructor
This course provides an opportunity for students to investigate a faculty-approved topic related to Chemistry using the application of practical research methods. This course is designed for students in an Associate of Arts or Associate of Sciences program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects.

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CNC - Computer Numeric Control

CNC 201 Advanced CNC Wire EDM and Mill Programming (0-3-1)
Offered Fall, Spring and Summer Semesters
Prerequisite: MTT 252 or prior learning assessment
This course is a continuation of the study of manual CNC programming and operations and will provide experience on 3-axis CNC machining centers and Wire EDM Machines. Hands-on training will cover 3-axis mill programming to include multi-level features. Training will also include Wire EDM programming for taper and multi-shape cutting in a single program.

CNC 202 Advanced CNC 4-Axis Mill Programming (0-3-1)
Offered Fall, Spring and Summer Semesters
Prerequisite: MTT 252 or prior learning assessment
This course covers advanced manual programming and operations on 3- and 4-axis CNC Machining Centers. Hands-on training will cover mirror image and coordinate rotation subprograms and parts with multilevel features. In addition, rotary 4th axis operations will be covered.

CNC 203 Advanced CNC Lathe Programming (0-3-1)
Offered Fall, Spring and Summer Semesters
Prerequisite: MTT 252 or prior learning assessment
This course covers advanced manual CNC programming and operations experience on CNC C-axis lathes. Topics covered will include external and internal operations using lathe cycles and C-axis milling and drilling operations.

CNC 205 Introduction to Additive Manufacturing (1-1-1)
Offered Spring Semester
Prerequisites: MAT 100 or MAT 032 and RDG 100
This course is an introduction to additive manufacturing processes with a focus on the different technologies available, current applications, history and other technologies directly associated with the advancement of additive manufacturing.

CNC 206 Additive Manufacturing for Non-Metals (1-1-1)
Offered Spring Semester
Prerequisite: CNC 205 or permission of instructor
This course is an introduction to the photopolymerization, extrusion and jetting systems in additive manufacturing. The student will set-up and operate a variety of additive machines.

CNC 207 Additive Manufacturing for Metals (1-1-1)
Offered Spring Semester
Prerequisite: CNC 205 or permission of instructor
This course is an introduction to the Powder Bed Fusion (PBF) and Direct Energy Deposition (DED) systems in additive manufacturing. The student will set-up and operate a variety of PBF and DED machines.

CNC 251 Intermediate CAD/CAM Design (0-3-1)
Offered Fall, Spring and Summer Semesters
Prerequisite: MTT 254 or prior learning assessment
This course is an intermediate course in CAD/CAM design. Topics include part model creation, importing existing CAD models and manipulating and preparing the models for CNC tool paths. Training will entail utilizing CAD/CAM software using intermediate-level drawing techniques.

CNC 252 Intermediate CAD/CAM Mill Programming (0-3-1)
Offered Fall, Spring and Summer Semesters
Prerequisite: CNC 251 or prior learning assessment
This course is an intermediate course in CAD/CAM tool path creation. Topics include creating and simulating milling tool paths and output of programs for the CNC milling machine.
CNC 253 Intermediate CAD/CAM Lathe Programming (0-3-1) 
Offered Fall, Spring and Summer Semesters 
Prerequisite: CNC 251 or prior learning assessment 
This course is an intermediate course in CAD/CAM lathe tool path creation. Topics include creating and simulating lathe tool paths, incorporating C-Axis tool paths and output of programs for the CNC Turning Centers.

CNC 261 CAD/CAM C Axis CNC Lathe I (0-3-1) 
Offered Fall, Spring and Summer Semesters 
Prerequisites: MTT 253 or CNC 201, CNC 202 CNC 203 and MTT 255 or CNC 251 CNC 252 CNC 253 
This course is a study of intermediate CAD/CAM programming and editing of CNC C-axis lathe programs. The course also covers the setup and operation of the machines, setting of tools, machine limits and safety.

CNC 262 CAD/CAM 4 Axis CNC Mill I (0-3-1) 
Offered Fall, Spring and Summer Semesters 
Prerequisites: MTT 253 or CNC 201, CNC 202 CNC 203 and MTT 255 or CNC 251 CNC 252 CNC 253 
This course is a study of intermediate CAD/CAM programming and editing of 4-axis milling programs. This course also covers the setup and operation of the machines, setting of tools, machine limits and safety.

CNC 263 CAD/CAM C Axis CNC Lathe II (0-3-1) 
Offered Fall, Spring and Summer Semesters 
Prerequisite: CNC 261 
This course is a continued study of intermediate CAD/CAM programming and editing of complex parts on the CNC C-axis lathe machines. The course also covers the setup and operation of the machines, setting of tools, machine limits and safety.

CNC 264 CAD/CAM 4 Axis CNC Mill II (0-3-1) 
Offered Fall, Spring and Summer Semesters 
Prerequisite: CNC 262 
This course is a continued study of intermediate CAD/CAM programming of complex 4-axis milling programs. This course also covers the setup and operation of the machines, setting of tools, machine limits and safety.

CNC 271 CAM 4-Axis Wire EDM (0-3-1) 
Offered Fall, Spring and Summer Semesters 
Prerequisite: CNC 201 
This course is a continuation of the study of advanced CAD/CAM programming and operations of multi-axis wire EDM and will provide experience on 4-axis CNC wire EDM machines. Hands-on training will cover 4-axis CAD/CAM Wire EDM programming to include multi-level taper features and multi-shape cutting in a single program in XY and UV planes.

CNC 272 CAM 5-Axis Mill Programming & Operations I (0-3-1) 
Offered Fall, Spring and Summer Semesters 
Prerequisite: CNC 264 
This course is the study of advanced CAD/CAM programming and operations of multi-axis machining centers and will provide experience on 5-axis CNC machining centers. Hands-on training will cover 5-axis CAD/CAM machining center programming to include advanced CNC multi-axis machine programming, advanced contouring and simultaneous multi-axis machining of 3D parts.

CNC 273 CAM C&Y-Axis Lathe Programming & Operations (0-3-1) 
Offered Fall, Spring and Summer Semesters 
Prerequisite: CNC 263 
This course is a study of advanced CAD/CAM programming and editing of CNC C&Y-axis lathe programs. The course also covers the setup and operation of the machines, setting of tools, machine limits and safety. Hands-on training will cover 4-axis CAD/CAM turning center programming to include advanced CNC C&Y multi-axis turning/milling programming, advanced contouring and simultaneous multi-axis machining of 3D parts.

CNC 274 CAM 5-Axis Mill Programming & Operations II (0-3-1) 
Offered Fall, Spring and Summer Semesters 
Prerequisite: CNC 272 
This course is a continuation of the study of advanced CAD/CAM programming and operations of multi-axis machining centers and will provide additional experience on 5-axis CNC machining centers. Hands-on training will cover advanced 5-axis CAD/CAM machining center programming to include CNC simultaneous multi-axis machine programming, multi-axis advanced contouring and simultaneous multi-axis machining of complex 3D parts.

COL - College Orientation

COL 101 College Orientation (1-0-1) 
(This course is currently inactive and not being offered) 
Prerequisite: Placement into RDG 032 or higher 
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success.

COL 103 College Skills (3-0-3) 
Offered Fall, Spring and Summer Semesters 
Prerequisite: Placement into RDG 032 or higher 
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success.

COL 105 Freshman Seminar (3-0-3) 
Offered Fall, Spring and Summer Semesters 
Prerequisite: Placement into ENG 032 or higher 
This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the college. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process and acquire essential academic survival skills.

COL 107 Computer Literacy Skills for College Success (3-0-3) 
Offered Fall, Spring and Summer Semesters 
Prerequisite: Placement into RDG 032 or higher 
This course is designed for students who need an introduction to computer literacy and word processing skills in order to develop or improve basic keyboarding and to use the computer for self-paced computer-based and web-based instruction and communication.

COL 111 E-Learning Success (1-0-1) 
Offered Fall, Spring and Summer Semesters 
Prerequisite: Placement into RDG 032 or higher 
This course provides an introduction to the online learning management system, basic computer skills, information literacy, time management skills and learning resources to enhance student success in an electronic learning environment.
**COS - Cosmetology**

**COS 101 Fundamentals of Cosmetology (0-10-3)**  
*Offered Fall and Spring Semesters*  
Prerequisite: Placement into ENG 100  
Co-requisite: COS 120 (required)  
This is an introductory course to the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practices of the salon.

**COS 106 Facials and Makeup (1-6-3)**  
*Offered Summer Semester*  
Prerequisites: COS 101, COS 114, COS 120, COS 201  
Co-requisites: COS 220, COS 222 (required)  
This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry and safety.

**COS 108 Nail Care (1-7-3)**  
*Offered Fall and Spring Semesters*  
Prerequisites: COS 110, COS 210  
Co-requisite: COS 206 (required)  
This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

**COS 110 Scalp and Hair Care (0-10-3)**  
*Offered Fall and Spring Semesters*  
Prerequisites: COS 101, COS 114, COS 120, COS 201  
Co-requisite: COS 210 (required)  
This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.

**COS 114 Hair Shaping (1-9-4)**  
*Offered Fall and Spring Semesters*  
Prerequisites: COS 101, COS 120  
Co-requisite: COS 201 (required)  
This is an introductory course to the techniques of hair shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning and various techniques used in hair design in relationship to body structure.

**COS 120 Manikin Practice (0-10-3)**  
*Offered Spring and Summer Semesters*  
Prerequisite: Placement into ENG 100  
Co-requisite: COS 101 (required)  
This course covers cosmetology applications, including hair shaping, chemical waving, hair styling and hair coloring.

**COS 151 Dermatology (2-3-3)**  
*Offered Fall and Spring Semesters*  
Prerequisite: Placement into RDG 100  
Co-requisites: COS 156, COS 165, COS 221, COS 223 (required)  
This course is the study of the structure, functions, conditions and disorders of the skin.

**COS 156 Fundamentals of Massage (0-6-2)**  
*Offered Fall and Spring Semesters*  
Prerequisite: Placement into RDG 100  
Co-requisites: COS 151, COS 165, COS 221, COS 223 (required)  
This is an introductory course in the theory, preparation, manipulations and safety measures of massage.

**COS 165 Business Practice (1-6-3)**  
*Offered Fall and Spring Semesters*  
Prerequisite: Placement into RDG 100  
Co-requisites: COS 151, COS 156, COS 221, COS 223 (required)  
This course covers basic salon business practices, including rules, regulations and codes governing the practice of skincare.

**COS 201 Salon Management (2-3-3)**  
*Offered Fall and Spring Semesters*  
Prerequisites: COS 101, COS 120  
Co-requisite: COS 114 (required)  
This course is a study of salon management, including rules, regulations and codes governing the practice of cosmetology.

**COS 206 Chemical Hair Waving (0-10-3)**  
*Offered Fall and Spring Semesters*  
Prerequisites: COS 110, COS 210  
Co-requisite: COS 108 (required)  
This course is a study of methods of permanently waving the hair, including product, chemistry and safety.

**COS 210 Hair Coloring (0-10-3)**  
*Offered Fall and Spring Semesters*  
Prerequisites: COS 101, COS 114, COS 120, COS 201  
Co-requisite: COS 110 (required)  
This course is a study of the science and art of coloring the hair, including methods, procedures, safety precautions and chemistry.

**COS 220 Cosmetology Clinical Practice I (0-10-3)**  
*Offered Summer Semester*  
Prerequisites: COS 101, COS 114, COS 120, COS 201  
Co-requisites: COS 106, COS 222 (required)  
This course is an integration of cosmetology skills in a simulated salon environment.

**COS 221 Facial Practice I (0-6-2)**  
*Offered Fall and Spring Semesters*  
Prerequisite: Placement into RDG 100  
Co-requisites: COS 151, COS 156, COS 165, COS 223 (required)  
This course is an integration of massage and facial skills in a simulated salon environment.

**COS 222 Cosmetology Clinical Practice II (0-10-3)**  
*Offered Summer Semester*  
Prerequisites: COS 101, COS 114, COS 120, COS 201  
Co-requisites: COS 106, COS 220 (required)  
This course is an integration of cosmetology skills in a simulated salon environment to provide additional practical hours in skill development.

**COS 223 Facial Practice II (0-6-2)**  
*Offered Fall and Spring Semesters*  
Prerequisite: Placement into RDG 100  
Co-requisites: COS 151, COS 156, COS 165, COS 221 (required)  
This course provides for the integration of corrective and preservative facials, massage and makeup application skills in a simulated salon environment.

**CPT - Computer Technology**

**CPT 113 Information Systems (3-0-3)**  
*Offered Fall, Spring and Summer Semesters*  
Prerequisites: Placement into MAT 100 and placement into RDG 100  
This course is an introduction to the principles and technologies used in modern management information systems.
CPT 168 Programming Logic and Design (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: CPT 113, CPT 257 and placement into MAT 105 or higher
This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as a means of solution presentation. Basic computer programming will be taught using the Python language.

CPT 170 Microcomputer Applications (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: CPT placement score or successful completion of COL 107; or placement into MAT 105 or higher and placement into ENG 101
This course introduces microcomputer applications software, including word processing, databases, spreadsheets, graphs and their integration.

CPT 209 Computer Systems Management (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: Placement into ENG 101 and placement into MAT 105 or higher
This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations and troubleshooting.

CPT 230 C# Programming I (3-0-3)
Offered Fall and Summer Semesters
Prerequisites: CPT 113 and CPT 168
This course introduces designing, coding, testing and debugging C# programs. Topics include procedural, functional and object-oriented techniques; programming; IDEs; .NET; processing data; data types; I/O; decision processing; control structures; modularized coding with methods; and arrays.

CPT 231 C# Programming II (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: CPT 230
Co-requisite: IST 272 (required)
This course focuses on advanced programming concepts for C#. Topics include advanced string and character processing, user-defined classes and advanced .NET, multiform projects, inheritance and polymorphism, database processing, exception handling and GUIs with Windows Forms.

CPT 234 C Programming I (2-3-3)
Offered Fall and Spring Semesters
Prerequisites: EGR 269 or CPT 170 or CPT 113
This introductory course in C programming emphasizes the designing, coding, testing and debugging of C programs involving input/output operations, data types, storage classes, decision structures, looping, functions, preprocessor directives, arrays and simple pointers.

CPT 236 Introduction to Java Programming (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: CPT 168
This course is an introduction to Java programming. Topics will cover Java syntax and classes for use in the development of Java applications and applets.

CPT 237 Advanced Java Programming (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: CPT 236
This course is a study of advanced topics of the Java programming language by building on a basic knowledge of the Java language. Topics covered will include multi-reading, swing classes, swing event models, advanced layout managers, the JavaBean component model, network programming and server-side programming.

CPT 239 Active Server Pages (3-0-3)
Offered based on need
Prerequisites: CPT 230, IST 226, IST 272
This course is a study of Active Server Pages (ASP) programming to build, implement and execute ASP scripts and examines topics related to the syntax of server-side ASP scripting as well as the use of ASP with databases.

CPT 257 Operating Systems (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: Placement into ENG 101 and placement into MAT 105 or higher
This course examines the theory of operating systems and how the operating system theory is implemented in current operating systems.

CPT 264 Systems & Procedures (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: CPT 168 or IST 272
This course covers the techniques of system analysis, design, development and implementation.

CPT 267 Technical Support Concepts (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: CPT 209, CPT 257, IST 220
This course is a study of technical support/help desk concepts and techniques for supporting computers and computer services.

CPT 270 Advanced Microcomputer Applications (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: CPT 170
This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Note: MSOFFICE is used.

CPT 275 Computer Technology Senior Project (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: CPT 264 and CPT 231 or CPT 237 or IST 203 or IST 204 or IST 258 or IST 191 or IST 292 or IST 294; and SPC 205, SPC 208 or SPC 209; and MAT 103 or MAT 109 or MAT 120 or higher math
This course includes the design, development, testing and implementation of an instructor-approved project.

CPT 280 SCWE in Computer Technology (0-12-3)
Prerequisite: Departmental Approval
This course integrates computer technology skills within an approved work site related to the computer industry.

CPT 283 PHP Programming I (3-0-3)
Offered based on need
Prerequisites: CPT 168, IST 226 and IST 272
This course is an introduction to the PHP programming language and will cover topics related to the syntax of PHP language and how PHP can be used to design and develop dynamic, database-driven web pages.

CRJ - Criminal Justice

CRJ 101 Introduction to Criminal Justice (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 101
This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems and juvenile justice agencies. Also includes historical and sociological introduction.
CRJ 102 Introduction to Security (3-0-3)
Offered Spring and Summer Semesters
Prerequisite: CRJ 101
This course includes an introduction to the philosophy and application of security. The protection of personnel, facilities and other assets, as well as administrative, legal and technical problems of loss prevention and control, are analyzed.

CRJ 115 Criminal Law I (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: CRJ 101, ENG 101
This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses and various legal principles upon which criminal law is established are reviewed.

CRJ 125 Criminology (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: CRJ 101, SOC 101
This course is a study of the various theories of criminal causation and control, the identification of criminal typologies and the reaction of society to crime and criminals.

CRJ 130 Police Administration (3-0-3)
Offered Fall and Summer Semesters
Prerequisite: CRJ 101
This course is a study of the organization, administration and management of law enforcement agencies.

CRJ 140 Criminal Justice Report Writing (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 101
This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting and the value of accurate, complete and selective written articulation of information and observations.

CRJ 210 The Juvenile and the Law (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: CRJ 101
This course is a study of the juvenile justice system. This process is examined from initial custody to disposition, both from a historical and modern perspective. Course also includes criminological perspective.

CRJ 222 Ethics in Criminal Justice (3-0-3)
Offered Spring and Summer Semesters
Prerequisite: CRJ 101
This course is a study of the application of ethical theories to the criminal justice profession. This is a capstone course to be taken in the student's last term.

CRJ 224 Police Community Relations (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: CRJ 101
This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations. Also includes police administration and structure topics.

CRJ 230 Criminal Investigation I (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: CRJ 115
This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course.

CRJ 233 Cyber Crimes and the Law (3-0-3)
Offered Summer Semester
Prerequisite: CRJ 230
This course examines the problem of crime involving computers and the strategies used for identification, investigation and prosecution.

CRJ 235 Practical Crime Scene Investigations (3-0-3)
Offered Spring and Summer Semesters
Prerequisite: CRJ 230
This course offers practical, hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation and chain of custody of crime scenes and evidence taken from crime scenes.

CRJ 236 Criminal Evidence (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: CRJ 115
This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

CRJ 242 Correctional Systems (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: CRJ 101
This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure and clients incarcerated and on conditional release.

CRJ 250 Criminal Justice Internship I (0-9-3)
Offered Summer Semester
Prerequisite: CRJ 230
This course includes practical experience in a criminal justice or private security setting.

CUL - Culinary Arts

CUL 101 Principles of Food Production I (1-6-3)
Offered Fall and Spring Semesters
Co-requisite: CUL 155
This course is an introductory course in food preparation including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology and techniques of preparation of nutritious, quality food.

CUL 102 Principles of Food Production II (1-6-3)
Offered Fall and Spring Semesters
Prerequisites: CUL 101, CUL 155
This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing.

CUL 103 Nutrition (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: RDG 100 or satisfactory placement
This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins and minerals. Practical applications for the food service professional are emphasized.
CUL 108 Food Production Techniques (0-9-3)  
*Offered Fall and Spring Semesters*  
Prerequisites: CUL 101, CUL 102, CUL 155  
This course covers the techniques and procedures of quality and quantity food production and the principles underlying the selection, composition and preparation of major food products. The course includes extensive basic and complex recipes for practice purposes. Catering, banquet preparation and a la carte components are included.

CUL 110 Food Production Management (1-6-3)  
*Offered based on demand*  
Prerequisites: CUL 101, CUL 102  
This course covers basic food principles in a production kitchen environment. The production will include international food preparation as well as competition guidelines.

CUL 145 Dining Room Operations (1-6-3)  
*Offered Fall and Spring Semesters*  
Pre- or co-requisite: CUL 155 (required)  
This course is a study of the principles of operational procedures of the dining area and of managerial concerns for effective dining service. POS operations are included.

CUL 155 Sanitation (3-0-3)  
*Offered Fall, Spring and Summer Semesters*  
Prerequisite: RDG 100 or satisfactory placement  
This course is study of local, state and national regulations governing sanitary food handling practices.

CUL 225 Buffet Organization (2-6-4)  
*Offered Summer Semester*  
Prerequisites: CUL 101, CUL 102, CUL 155  
This course is a study of the principles and applications of how to plan, organize and set up a complete buffet. Topics include forced meats, ice carvings and garnishes. Buffet presentation is also included.

CUL 235 Menu Planning (3-0-3)  
*Offered Fall and Spring Semesters*  
Prerequisite: HOS 160  
This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans and record-keeping techniques.

**CWE - Cooperative Work Experience**

CWE 101 Cooperative Work Experience Preparation (1-0-1)  
This course includes preparation for cooperative work experience. Topics include career planning, resume writing techniques, interviewing techniques and job maintenance skills.

CWE 111 Cooperative Work Experience I - IX (1-8 SHC)  
These courses include cooperative work experience in an approved setting.

CWE 113 Cooperative Work Experience (NOTE: This class is reserved for Culinary students) (0-15-3)  
*Offered Fall, Spring and Summer Semesters*  
Prerequisites: CUL 101, CUL 102, CUL 155, HOS 140  
Co-requisites: CUL 145 or HOS 130 (preferred)  
This course integrates culinary and hospitality skills at an approved worksite related to the hospitality industry.

**DAT - Dental Assisting**

DAT 115 Ethics & Professionalism (1-0-1)  
*Offered Fall Semester*  
Prerequisite: Acceptance into the Dental Assisting program  
This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry and ethical, legal and professional considerations. The State Dental Practice Act is reviewed. (Available to Dental Hygiene students as an elective course. This course is only offered online.)

DAT 116 Fundamentals of Dental Medicine (3-0-3)  
*Offered Fall Semester*  
Prerequisite: Acceptance into the Dental Assisting program  
Co-requisites: DAT 115, DAT 118, DAT 154, DHG 244 (required)  
This course is a study of dental office emergencies, microbiology, pharmacology and oral pathology as related to the role of the dental assistant.

DAT 118 Dental Morphology (1-3-2)  
*Offered Fall Semester*  
Prerequisite: Acceptance into the Dental Assisting program  
Co-requisites: DAT 115, DAT 116, DAT 154, DHG 244 (required)  
This course emphasizes the development, eruption and individual characteristics of each tooth and surrounding structures.

DAT 121 Dental Health Education (1-3-2)  
*Offered Spring Semester*  
Prerequisites: DAT 115, DAT 116, DAT 118, DAT 154, DHG 244  
Co-requisites: DAT 127, DAT 160, 175 (required)  
This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention and principles of nutrition in relation to oral health and preventive dentistry.

DAT 122 Dental Office Management (1-3-2)  
*Offered Spring Semester*  
Prerequisites: DAT 121, DAT 127, DAT 160, DAT 175  
Co-requisite: DAT 177 (required)  
This course provides a study of the business aspect of a dental office and dental computer software.

DAT 127 Dental Radiology (3-3-4)  
*Offered Spring Semester*  
Prerequisites: DAT 115, DAT 116, DAT 118, DAT 154, DHG 244  
Co-requisites: DAT 121, DAT 160, DAT 175 (required)  
This course provides the fundamental background and theory for the safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.

DAT 154 Clinical Procedures I (2-6-4)  
*Offered Fall Semester*  
Prerequisite: Acceptance into the Dental Assisting program (Infection Control Online component must be completed prior to course start date.)  
Co-requisites: DAT 118, DHG 244 (required)  
This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use and the assistant’s role in dental instrumentation.
DAT 160 Expanded Duties/Specialties (1-3-2)
Offered Spring Semester
Prerequisites: DAT 115, DAT 116, DAT 118, DAT 154, DHG 244
Co-requisites: DAT 121, DAT 127, DAT 175 (required)
This course provides practical experience in performing the expanded
duties designated by the SC State Board of Dentistry for Expanded Duty
Dental Assistants. In addition, the course covers an overview of dental
specialties.

DAT 175 Introduction to Clinical Experience (1-12-5)
Offered Spring Semester
Prerequisites: DAT 115, DAT 116, DAT 118, DAT 154, DHG 244
Co-requisites: DAT 121, DAT 127, DAT 160 (required)
This course is an introduction to chairside assisting with emphasis on
general practice and exposure to several dental specialties. Students
will be assigned to a variety of dental practice settings and will record
experiences in an online journal for faculty review. Seminars will be held
to allow sharing of experiences.

DAT 177 Dental Office Experience (2-15-7)
Offered Summer Semester
Prerequisites: DAT 121, DAT 127, DAT 160, DAT 175
Co-requisite: DAT 122 (required)
This course consists of practice in the dental office or clinic with rotation
of assignments to encompass experiences in office management and
clinical experience in all areas of dentistry.

DHG - Dental Hygiene

DHG 115 Medical & Dental Emergencies (2-0-2)
Offered Spring Semester
Prerequisites: AHS 113, DHG 121, DHG 125, DHG 161, DHG 231
Co-requisites: DHG 140, DHG 143, DHG 165, DHG 244 (required)
This course provides a study of the various medical/dental emergencies
and appropriate treatment measures. Additionally, it includes managing
medically compromised dental patients and provides for CPR
certification.

DHG 121 Dental Radiography (2-3-3)
Offered Fall and Spring Semesters
Prerequisites: Completion of Phase I courses and admittance to the Dental
Hygiene program
This course provides the application of the principles of radiology with
emphasis on exposing, processing, mounting, evaluating and interpreting
dental radiographs. Radiation safety is stressed.

DHG 125 Tooth Morphology & Histology (2-0-2)
Offered Fall Semester
Prerequisites for Dental Hygiene: Completion of Phase II and admittance
to the Dental Hygiene program
This course covers the embryogenesis and histology of the head and
neck structures with primary emphasis on the oral cavity. The formation,
eruption patterns and morphology of primary and permanent dentitions
are studied.

DHG 140 General & Oral Pathology (2-0-2)
Offered Spring Semester
Prerequisites: AHS 113, DHG 121, DHG 125, DHG 161, DHG 231
Co-requisites: DHG 115, DHG 143, DHG 165, DHG 244
This course provides a correlation of basic pathologic principles to
disease processes in the oral cavity. The role of the dental hygienist
in early disease detection is emphasized. Diagnosis, treatment and
prognosis of diseases affecting the head and neck are discussed.

DHG 141 Periodontology (2-0-2)
Offered Summer Semester
Prerequisites: DHG 115, DHG 140, DHG 143, DHG 165, DHG 244
Co-requisites: DHG 175, DHG 241 (required)
This course presents a study of the principles, etiologies, classifications
and treatments of periodontal disease with emphasis on the role of the
dental hygienist.

DHG 143 Dental Pharmacology (2-0-2)
Offered Spring Semester
Prerequisites: AHS 113, DHG 121, DHG 125, DHG 161, DHG 231
Co-requisites: DHG 115, DHG 140, DHG 165, DHG 244 (required)
This course provides a study of drugs used in dentistry. Emphasis is
placed on the physical and chemical properties of the drugs, dosages
and therapeutic effects, methods of administration and indications/
contraindications for the use of the drug. A study of dental anesthetics is
included.

DHG 161 Clinical DHG I Foundations (2-6-4)
Offered Fall Semester
Prerequisites: Completion of Phase I courses and admittance to the
Dental Hygiene program
Co-requisites: AHS 113, DHG 121, DHG 125, DHG 231 (required)
This course completes the basic instrumentation instruction; introduces
polishing and anticaries therapies; presents periodontal health
assessment and introduces the clinical setting for application of dental
hygiene skills for patient care.

DHG 165 Clinical Dental Hygiene I (2-9-5)
Offered Spring Semester
Prerequisites: AHS 113, DHG 121, DHG 125, DHG 161, DHG 231
Co-requisites: DHG 115, DHG 140, DHG 143, DHG 244 (required)
This is an introduction course to the clinical setting for application of
dental hygiene skills for patient care.

DHG 175 Clinical Dental Hygiene II (2-9-5)
Offered Summer Semester
Prerequisites: DHG 115, DHG 140, DHG 143, DHG 165, DHG 244
Co-requisites: DHG 141, DHG 241 (required)
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 231 Dental Health Education (1-0-1)
Offered Fall Semester
Prerequisites: Completion of Phase I courses and admittance into Dental
Hygiene Program
Co-requisites: DHG 121, DHG 161 (required)
This course provides an opportunity for the dental hygiene student to
present and apply dental health information to various community groups
and organizations. Project implementation and evaluation are included.

DHG 232 Community Oral Health Outreach (1-3-2)
Offered Fall Semester
Prerequisites: DHG 141, DHG 175, DHG 241
Co-requisite: DHG 255 (required)
This course provides a study of literature reviews, analysis of oral
health needs, epidemiology and prevention of oral diseases including
assessment of community needs, project planning, implementation and
evaluation. Emphasis will be placed on setting-up on-going community-
based projects/programs to facilitate a “serving to learn” philosophy and
enhancing access to oral health care for diverse populations.
DHG 241 Integrated Dental Hygiene I (0-3-1)  
Offered Summer Semester  
Prerequisites: DHG 115, DHG 140, DHG 143, DHG 165, DHG 244  
Co-requisites: DHG 141, DHG 175 (required)  
This course provides for the integration of the basic and dental hygiene sciences with current concepts of clinical dental hygiene practice.

DHG 242 Integrated Dental Hygiene II (0-3-1)  
Offered Spring Semester  
Prerequisites: DHG 232, DHG 255  
Co-requisite: DHG 265 (required)  
This course provides for the integration of the basic and dental sciences with current dental hygiene concepts. Emphasis is placed on ethical/legal aspects of dental hygiene practice and practice management techniques.

DHG 244 Dental Materials (2-3-3)  
Offered Fall and Spring Semesters  
Prerequisites: Acceptance into Dental Assisting or Dental Hygiene program, AHS 113, DHG 121, DHG 125, DHG 161, DHG 231  
Co-requisites: For Dental Assisting: DAT 118, DAT 154 (required); for Dental Hygiene: DHG 115, DHG 140, DHG 143, DHG 165 (required)  
This course is a study of the physical and chemical properties, identification, characteristics and manipulation of dental materials.

DHG 255 Clinical Dental Hygiene III (1-12-5)  
Offered Fall Semester  
Prerequisites: DHG 141, DHG 175, DHG 241  
Co-requisite: DHG 232 (required)  
This course provides for the development of proficiency in the clinical dental hygiene setting with emphasis on the implementation of treatment plans to meet the individual patient’s oral health needs.

DHG 265 Clinical Dental Hygiene IV (1-12-5)  
Offered Spring Semester  
Prerequisites: DHG 232, DHG 255  
Co-requisite: DHG 242 (required)  
This course permits refinement of clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation and quality assurance.

DHM - Diesel Mechanics

DHM 101 Introduction to Diesel Engines (3-3-4)  
Offered Spring Semester  
This course is an introduction to diesel engine design and operation principles.

DHM 105 Diesel Engines I (2-3-3)  
Offered Spring Semester  
Prerequisites: DHM 101, DHM 125  
This course covers the basic study of diesel engine design and operating principles.

DHM 107 Diesel Equipment, Service & Diagnosis (2-3-3)  
Offered Fall Semester  
This course is a study of heavy vehicle systems with emphasis on preventive maintenance, problem diagnosis and repair procedures.

DHM 108 Diesel Engine Tune-Up (1-3-2)  
Offered Spring Semester  
Prerequisite: DHM 101  
This course is a study of diesel engine tune-up principles and practices. Students will explore ways to minimize overall operational costs, as well as the use of aftermarket add-on equipment such as performance electronic computer chips, high output turbochargers and custom exhaust installation.

DHM 121 Introduction to Diagnostic Testing (1-3-2)  
Offered Fall and Spring Semesters  
Prerequisite: DHM 173  
This course is an introduction to basic theory and practical application of diagnostic testing equipment in troubleshooting procedures. Content includes the study of diagnostic software and generic diagnostic readers for all major engine manufacturers. Students will utilize diagnostic testing equipment in a simulated environment to determine the appropriate repairs for a unit.

DHM 125 Diesel Fuel Systems (2-3-3)  
Offered Spring Semester  
This course is a basic study of diesel engine fuel systems including pumps, governors and injectors.

DHM 151 Drive Trains (3-3-4)  
Offered Summer Semester  
This course is a study of the theory and repair of drive train systems.

DHM 155 Power Trains (2-3-3)  
Offered Spring Semester  
This course covers the theory and repair of transmission drive shafts and differentials.

DHM 171 Introduction to Heavy Equipment Welding (1-6-3)  
Offered Summer Semester  
This course introduces the proper welding techniques utilized to alter a sub-frame, alter a unit, or add additional equipment to improve payload space, safety, or location.

DHM 173 Electrical Systems I (2-3-3)  
Offered Fall Semester  
This course is a study of basic electrical theory as applied to truck and heavy equipment batteries, starters and alternators.

DHM 205 Diesel Engines II (2-3-3)  
Offered Spring Semester  
Prerequisite: DHM 105  
This course covers the practical application of diesel engine repair, including engine disassembly, unit repair, reassembly and testing.

DHM 216 Medium Diesel Engines (2-3-3)  
Offered Fall Semester  
Prerequisites: DHM 101, DHM 125  
This course is the study of major manufacturers’ configuration of medium diesel engines, diagnostic adjustment and settings, specific exhaust turbo performance settings and reassembly techniques.

DHM 225 Electronic Fuel Systems (2-3-3)  
Offered Summer Semester  
Prerequisite: DHM 125  
This course covers the theory and practical application of electronic fuel power systems.

DHM 231 Diesel Air Conditioning (1-3-2)  
Offered Summer Semester  
This course is a study of diesel air conditioning theory, maintenance, troubleshooting and repair procedures.

DHM 232 Heating, Cooling, & Air Conditioning Systems (2-3-3)  
Offered Summer Semester  
This course is an introduction to engine heating and cooling systems used in modern trucks. Various truck and heavy equipment air conditioning systems will also be explored.
DMS 251 Suspension and Steering (1-6-3)
Offered Summer Semester
This course is a study of steering systems, suspension systems and basic front-end alignment techniques.

DMS 255 Air Brake Systems (2-3-3)
Offered Spring Semester
This course is a study of air compressors, valves, electrical controls and brake designs as applicable to modern trucks.

DMS 258 Chassis and Frame Alignment (3-3-4)
Offered Spring Semester
Prerequisites: DHM 151, DHM 171
Co-requisites: DHM 121, DHM 255
This course is a study of the principles of fabricating, heat treating, straightening and aligning of chassis systems.

DMS 260 Fluid Power Systems (1-3-2)
Offered Spring Semester
This course introduces the principles of fluid power systems for diesel trucks and heavy equipment units. Topics include installation, routing and set up of payload mounted equipment to the vehicle.

DMS 262 ABS and TCS Brake Systems (1-3-2)
Offered Spring Semester
Prerequisites: DHM 121, DHM 255
This course is a study of the theory and practical application of ABS (Automatic Braking Systems) and TCS (Traction Control Systems) for truck safety systems.

DMS 265 Hydraulic Systems (2-3-3)
Offered Summer Semester
This course is a study of the theory, application, testing and repair of diesel and heavy equipment hydraulic systems.

DMS 271 Auxiliary Power Units (1-3-2)
Offered Summer Semester
Prerequisites: DHM 101, DHM 121, DHM 231, DHM 255, DHM 260, DHM 262
This course is a study of auxiliary power units, including application, placement, installation and diagnostics.

DMS 272 Trailer Technology (3-3-4)
Offered Summer Semester
Prerequisites: DHM 121, DHM 255, DHM 262
This course is a study of the theory and practical application of service, repair and maintenance of common road trailer units.

DMS 273 Electrical Systems II (2-3-3)
Offered Fall Semester
Prerequisite: DHM 173
This course covers advanced electrical/electronic controls for diesel trucks and heavy equipment. Troubleshooting and repair techniques are included.

DMS 101 Ultrasound Physics and Instrumentation I (2-0-2)
Offered Fall Semester
Prerequisite: MAT 109 or MAT 110 or higher
Co-requisites: DMS 104, DMS 105, DMS 117, DMS 164 (required)
This course is a study of fundamental principles of acoustic physics including sound waves, sound wave propagation, sound wave interactions, image production, ultrasound transducers, transducer arrays, transducer operation, imaging modes and biological effects.
ECD 101 Growth and Development I (2-3-3)
Offered Fall Semester
Prerequisite: Placement into ENG 100
This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on “total” development of the child, with emphasis on physical, social, emotional, cognitive and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

ECD 105 Guidance-Classroom Management (3-0-3)
Offered Fall Semester
Prerequisite: Placement into ENG 100
This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive, pro-active approach is stressed in the course.

ECD 106 Observation of Young Children (3-0-3)
Offered Fall and Summer Semesters
Prerequisites: Placement into ENG 100, plus ECD 102 or ECD 203
In this course, a variety of observation skills and techniques for the purposes of achieving program goals and objectives, providing for individual needs, guiding children and designing environments are covered. Focus is on the practical and appropriate use of these skills and techniques.

ECD 107 Exceptional Children (3-0-3)
Offered Fall Semester
Prerequisite: Placement into ENG 100
This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher’s role in mainstreaming and early identification and on federal legislation affecting exceptional children.

ECD 108 Family and Community Relations (3-0-3)
Offered Spring Semester
Prerequisite: Placement into ENG 100
This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.

ECD 109 Administration and Supervision (3-0-3)
Offered Spring and Summer Semesters
Prerequisite: Placement into ENG 100
This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services and relations among the public, staff and parents.

ECD 131 Language Arts (2-3-3)
Offered Spring Semester
Prerequisite: Placement into ENG 100
This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation and presentation of children’s literature are included.
ECD 132 Creative Experiences (2-3-3)

Offered Fall Semester
Prerequisite: Placement into ENG 100
In this course, the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement and evaluate instructional activities.

ECD 133 Science and Math Concepts (3-0-3)

Offered Fall Semester
Prerequisite: Placement into ENG 100
This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.

ECD 135 Health, Safety and Nutrition (3-0-3)

Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 100
This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR and first aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.

ECD 201 Principles of Ethics and Leadership in Early Care and Education (3-0-3)

Offered Fall Semester
Prerequisite: Placement into ENG 100
This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues and the community and society.

ECD 203 Growth and Development II (2-3-3)

Offered Spring Semester
Prerequisite: Placement into ENG 100
This course is an in-depth study of preschool children growing and developing in today’s world. Focus is on “total” development of the child with emphasis on physical, social, emotional, cognitive and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.

ECD 205 Socialization and Group Care of Infants and Toddlers (3-0-3)

Offered Spring Semester
Prerequisite: ECD 101
This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care and examining the elements of quality environments.

ECD 210 Early Childhood Intervention (3-0-3)

Offered Fall Semester
Prerequisite: ECD 107
This course provides a study of a variety of intervention procedures reflecting various models, including child-centered, child-directed, behavioral, cognitive and social approaches to instruction.

ECD 237 Methods and Materials (3-0-3)

Offered Spring Semester
Prerequisite: Placement into ENG 100
This course includes an overview of developmentally appropriate methods and materials for planning, implementing and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

ECD 243 Supervised Field Experience I (1-6-3)

Offered Summer Semester
Prerequisites: ECD 102, ECD 131, ECD 132, ECD 133, ECD 203
This course includes emphasis on planning, implementing and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of early childhood principles and practices.

ECD 252 Diversity Issues in Early Care and Education (3-0-3)

Offered Fall Semester
Prerequisite: Placement into ENG 100
This course meets the growing need for students in early care and education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, age and socio-economic levels.

ECD 254 Facilitation and Environmental Management for Early Childhood Special Education (3-0-3)

Offered Spring Semester
Prerequisite: ECD 107
This course is a study of how the environment for infants, toddlers, preschoolers and young children with special needs can be manipulated to enhance their development, social needs and expression of creativity and independence.

ECD 257 Supervised Field Experience in Early Childhood Special Education (1-6-3)

Offered Summer Semester
Prerequisite: ECD 260
This course includes a supervised field experience in a team environment by certified/licensed professionals who monitor and evaluate students’ skills in order to work with children who are developmentally delayed.

ECD 259 Behavior Management for Special Needs (3-0-3)

Offered Fall Semester
Prerequisite: ECD 107
This course is an overview of understanding and managing challenging behavior in school and child care settings. It includes common causes of problem behaviors and treatment for attention disorders, making changes in the classroom and administrative steps to help children with challenging behaviors.

ECD 260 Methods of Teaching Special Needs Students (3-0-3)

Offered Spring Semester
Prerequisite: ECD 107
This course focuses on developmentally appropriate methods for teaching special needs students. Emphasis is on planning, implementation and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.

ECD 280 Registered Behavior Technician (2-3-3)

Offered Fall Semester
This course provides a basic foundation in the principles of applied behavior analysis and is designed to meet the standardized training requirements to apply for the Registered Behavior Technician (RBT) credential.
ECE - Electrical and Computer Engineering

ECE 205 Electrical and Computer Lab I (1-6-3)  
Offered Spring Semester  
Prerequisites: ECE 211, ECE 221  
Co-requisite: ECE 222  
This course covers basic test and measurement instrumentation, basic electrical components and circuits and technical writing using word processing.

ECE 210 Computer Engineering Lab I (0-3-1)  
Offered Spring Semester  
Co-requisite: ECE 211 (required)  
This course is an introduction to designing, building, simulating and testing digital logic circuits. Topics include SSI and MSI ICs; general combinational circuits; adders, decoders and multiplexors; general sequential circuits; shift registers, counters and memory.

ECE 211 Introduction to Computer Engineering I (3-0-3)  
Offered Spring Semester  
Prerequisite: MAT 140 or permission of instructor  
This course covers digital systems and employs basic mathematical techniques used in the design of conventional and sequential systems.

ECE 212 Introduction to Computer Engineering II (3-0-3)  
Offered Summer Semester  
Prerequisites: CPT 234, ECE 211  
This course applies the overall concepts of microprocessor orientation and architecture and fundamental concepts of assembly-level programming.

ECE 215 Computer Engineering Lab II (0-3-1)  
Offered Summer Semester  
Prerequisites: ECE 210, ECE 211  
Co-requisite: ECE 212 (required)  
This course enhances the student's understanding of computer organization via assignments involving assembly language programming. Topics include basic syntax, branching and loops, addressing modes, arrays and pointers, subroutines and stacks.

ECE 220 Electrical Engineering Lab I (0-3-1)  
Offered Fall Semester  
Co-requisite: ECE 221 (required)  
This course covers the principles of measurement and instruments used to measure parameters and dynamic variables in electric circuits. Steady-state and transient measurements in DC and AC circuits and data analysis methods are included.

ECE 221 Introduction to Electrical Engineering I (3-0-3)  
Offered Fall Semester  
Prerequisite: MAT 141  
This course introduces the basic concepts of circuit analysis, applying fundamental laws and principles, resistor circuits and first- and second-order linear circuits in the time domain using calculus-based solutions where applicable.

ECE 222 Introduction to Electrical Engineering II (3-0-3)  
Offered Spring Semester  
Prerequisite: ECE 221  
This course covers sinusoidal steady-state analysis of AC circuits, complex frequency analysis, Fourier series analysis and Laplace transforms.

ECE 225 Electrical Engineering Lab II (0-3-1)  
Offered Spring Semester  
Prerequisites: ECE 220, ECE 221  
Co-requisite: ECE 222 (required)  
This course emphasizes measurement techniques in AC steady-state circuits and comparison to theoretical predictions. Two-port network methodology and transfer functions are studied experimentally and related to analysis using transform techniques.

ECO - Economics (ECO)

ECO 105 Introduction to Economic Principles (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: MAT 105 or MAT 155 and placement into ENG 101  
This course is a study of basic micro-macro economic concepts, including economic problems and decisions. Topics include free enterprise and other economic systems.

ECO 210 Macroeconomics* (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: MAT 105 and placement into ENG 101  
This course includes the study of the fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls and the government's role in economic decisions and growth.

ECO 211 Microeconomics* (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: MAT 105 and placement into ENG 101  
This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/output in different market structures, pricing of resources, regulation and comparative advantage and trade.

EDU - Education

EDU 101 Introduction to Education (3-0-3)  
This course is a study of the history, philosophical development, organization and practices of elementary and middle school education.

EDU 213 Instructional Development (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Instructor permission required  
This course covers teaching methods, practices and techniques for vocational-technical education.

EDU 230 Schools in Communities (4-0-4)  
Offered Spring Semester  
Prerequisite: ENG 101  
This course provides students with a basic understanding of the social, political and historical aspects of diverse educational institutions in American culture with an emphasis on families, schools and communities. Within the parameters of an approved articulation agreement, this course may transfer to an accredited education program at a comprehensive four-year college or university.
EEM - Electrical Engineering Manufacturing

EEM 105 Basic Electricity (1-3-2)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 100
This course is a survey of basic electrical principles, circuits and measurements.

EEM 107 Industrial Computer Techniques (2-0-2)
Offered Fall Semester
Prerequisites: Placement into ENG 100 and MAT 155
This course is an introduction to microcomputers. Topics include definitions of computer types, hardware and software structure, movement of data and application of microcomputers.

EEM 117 AC/DC Circuits I (3-3-4)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 100
Pre- or Co-requisite: MAT 170 or higher
This course is a study of direct and alternating theory, Ohm's Law, series, parallel and combination circuits. Circuits are constructed and tested.

EEM 118 AC/DC Circuits II (3-3-4)
Offered Spring Semester
Prerequisites: EEM 117, MAT 155 or higher
This course is a continuation of the study of direct and alternating current theory to include circuit analysis using mathematics and verified with electrical measurements.

EEM 140 National Electrical Code (3-0-3)
Offered Fall and Spring Semesters
This course is a study of the National Electrical Code and is based on the latest codes as published by the National Fire Protection Association (NFPA).

EEM 151 Motor Controls I (2-6-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: EEM 105 or EEM 117
This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.

EEM 165 Residential/Commercial Wiring (3-3-4)
Offered Fall and Summer Semesters
Prerequisite: EEM 140
This course is a study of wiring methods and practices used in residential and commercial applications.

EEM 166 Commercial/Industrial Wiring (3-3-4)
Offered Spring and Summer Semesters
Prerequisite: EEM 140
This course is a study of wiring methods and practices used in commercial and industrial applications.

EEM 215 DC/AC Machines (1-6-3)
Offered Fall and Spring Semesters
Prerequisites: EEM 105
This course is a study of applications, operations and construction of DC and AC machines.

EEM 221 DC/AC Drives (2-3-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: EEM 117
This course covers the principles of operation and application of DC drives and AC drives.

EEM 251 Programmable Controllers (2-3-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: EEM 117, EEM 271
This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.

EEM 252 Programmable Controller Applications (2-4-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: EEM 251
This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated and tested.

EEM 271 Sensors and System Interfacing (1-3-2)
Offered Spring Semester
Prerequisite: EEM 117
This course includes an introduction to various types of sensors and how they interface with computers and programmable logic controllers. Emphasis is placed on interfacing the computer or controller with machines to accomplish a task.

EEM 274 Technical/Systems Troubleshooting (2-6-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: EEM 252
This course is a study of systematic approaches to troubleshooting and repair of electronic, electrical and electromechanical systems.

EET - Electronic Engineering Technology

EET 111 DC Circuits (3-3-4)
Offered Fall and Spring Semesters
Prerequisites: Placement into RDG 100 and MAT 105
Co-requisite: MAT 105
This course is a study of resistance, voltage, current, power and energy in series, parallel and series-parallel circuits using Ohm's Law, Kirchhoff's Laws and circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

EET 112 AC Circuits (3-3-4)
Offered Spring and Summer Semesters
Prerequisites: EET 111 and MAT 105
This course is a study of capacitive and inductive reactance and impedance in series, parallel and series-parallel circuits. It also includes power, power-factors, resonance and transformers. Circuits are analyzed using mathematics and verified using electrical instruments.

EET 131 Active Devices (3-3-4)
Offered Summer and Fall Semesters
Prerequisite: EET 112
This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits and other components. Circuits are modeled, constructed and tested.

EET 141 Electronic Circuits (3-3-4)
Offered Fall and Spring Semesters
Prerequisite: EET 131
This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.
EET 145 Digital Circuits (3-3-4)
Offered Spring and Summer Semesters
Prerequisite: Placement into MAT 105
This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed and tested.

EET 172 Electronic Drafting (1-3-2)
Offered Fall and Spring Semesters
Prerequisites: Placement into MAT 105 and RDG 100
Co-requisite: MAT 105
This course provides students with entry-level experience with drafting software used to create electronic schematics and wiring diagrams.

EET 227 Electrical Machinery (2-3-3)
Offered Summer and Fall Semesters
Prerequisite: EET 112 or PHY 202 or PHY 222 or permission of instructor
This course is a study of AC and DC electromechanical energy conversion devices, theory, applications and control. Devices are tested and verified using electrical instruments.

EET 233 Control Systems (3-3-4)
Offered Fall and Spring Semesters
Prerequisite: EET 227
This course is a study of open and closed-loop control system operations, elements and applications. Various industrial model programmable logic controllers are used to simulate application to flexible manufacturing systems.

EET 235 Programmable Controllers (2-3-3)
Offered Spring and Summer Semesters
Prerequisite: EET 233
This course is a study of relay logic, ladder diagrams, theory of operation and applications. Loading ladder diagrams, debugging and troubleshooting techniques are applied to programmable controllers.

EET 243 Data Communications (2-3-3)
Offered Spring and Summer Semesters
Prerequisite: EET 145
This course is a study of the techniques for sending and receiving information. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and de-multiplexing, protocols, industrial standards, networks and error detection and correction. Circuits are modeled, constructed and tested.

EET 251 Microprocessor Fundamentals (3-3-4)
Offered Fall and Spring Semesters
Prerequisite: EET 145
This course is a study of binary numbers; microprocessor operations, architecture, instruction sets and interfacing with operating systems; and applications in control, data acquisition, data reduction and analysis. Programs are written and tested.

EET 273 Electronics Senior Project (0-3-1)
Offered Spring Semester
Prerequisite: EET 251 or permission of academic program director
This course includes the construction and testing of an instructor-approved project. This is an opportunity for the student to do self-paced independent research, design and construction of a project of the individual’s choice. A written report is required.

EGR - Engineering

EGR 102 Introduction to Industrial/Engineering Careers (0-3-1)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into RDG 100 and placement Into MAT 105
Co-requisite: COL 103
This course is an overview of a variety of technical careers in the industrial and engineering technologies and the technical skills required for each. Students will evaluate different career paths through courses, guest speakers and site visits. Students will also assess their aptitude and abilities through standardized tests to choose a technology major that best fits their ability and personal goals.

EGR 130 Engineering Technology Applications and Programming (2-3-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: MAT 105
Co-requisite: RDG 100
This course covers the development and use of computer programs to solve engineering technology problems, including spreadsheets, databases, word processing and operating systems. Analytical problem solving using calculators and computers as preparation for physics and statics courses is also covered.

EGR 140 Collaborative Product Development (1-6-3)
Offered Fall Semester
Prerequisites: AMT 101, AMT 106, IMT 103
Co-requisite: AMT 220 (required)
This course provides insight into nonlinear product design processes in which all the people necessary to produce a product work together as a team. Effective teamwork skills, product design and manufacturing cost estimates will be emphasized.

EGR 170 Engineering Materials (2-3-3)
Offered Fall and Spring Semesters
Co-requisites: ENG 101 and MAT 110 (prerequisite preferred)
This course is a study of the properties, material behaviors and applications of materials used in engineering structures and products. The mechanical properties and the classification systems of metals, ceramics, plastics and composites are covered. Studies start with the forces that bind atoms together and proceed up through crystal structure to macroscopic properties. Includes techniques for improving the strength of materials, with heavy emphasis on the heat treatment of steel.

EGR 175 Manufacturing Processes (2-4-3)
Offered Spring and Summer Semesters
Co-requisite: EGR 210 or EGR 275 or other department head approved CAD course (required)
Pre- or Co-requisites: ENG 101 and MAT 110 (prerequisite preferred)
This course includes the processes, alternatives and operation in the manufacturing environment. The most important methods used by modern industry to convert materials into useful shape, including numerous variants of casting, forging, rolling, extruding, pressing and sintering, molding, joining, machining and grinding. Emphasis will be placed on types of parts for which each process is best suited.
EGR 194 Statics and Strength of Materials  (2-6-4)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: PHY 201  
Pre- or Co-requisite: MAT 111 (prerequisite preferred)  
This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moment of inertia and friction. It also covers the stress/strain relationships in materials, centroids, shear and moment diagrams, bending stresses and shear stresses with application to size determination of components under various loading conditions.

EGR 203 Foundations of Fluid and Thermal Systems  (2-3-3)  
Offered Spring and Summer Semesters  
Prerequisites: MAT 240, PHY 222  
This course is an introduction to control volumes, conservation laws of mass, momentum and energy. Concepts of work and heat are introduced, including rate forms. Knowledge and skills will be developed that allow the solution of problems through application of conservation principles in combination with appropriate models of the behavior of pure substances. This transfer course is primarily intended for engineering students.

EGR 204 Mechanics of Materials  (2-3-3)  
Offered Fall and Spring Semesters  
Prerequisites: EGR 260, MAT 242 (required)  
This course is a study of the relationships between external loads on solid bodies and the resulting internal effects and dimension changes, including the derivation of rational formulas for stresses and deformations. This transfer course is primarily intended for engineering students.

EGR 206 Introduction to Materials Science  (2-3-3)  
Offered Fall and Spring Semesters  
Prerequisite: CHM 110  
Co-requisite: MAT 141 (required)  
This course studies the relationships between a material's structure, processing and properties (electrical, mechanical and thermal). All levels of structure are considered from gross structures easily visible to the eye through electronic structure of atoms. This transfer course is primarily intended for engineering students.

EGR 210 Introduction to Engineering CAD  (2-3-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Placement Into CPT 170, or instructor permission  
Co-requisites: AET 110 or EGT 110 or CET 103  
This course is a study of basic computer-aided design concepts required for engineering, architectural, surveying, construction and related industry applications. 2D and 3D AutoCAD applications are introduced in this course.

EGR 255 Engineering Technology Senior Systems Project  (0-6-2)  
Offered Spring Semester  
Prerequisite: EGR 194 and completion of all other technical courses in the program in which the student is majoring, plus department head approval.  
This course includes an instructor-approved project which is designed, specified, constructed and tested. Students work in teams on “real world” industrial, mechanical, or manufacturing projects and solve them by applying skills learned in previous program courses.

EGR 260 Engineering Statics  (2-3-3)  
Offered Fall and Spring Semesters  
Prerequisite: PHY 221  
Co-requisite: MAT 240  
(Transfer course) This course is an introduction to the principles of engineering mechanics as applied to forces and force systems. The techniques of vector mathematics are employed. Both two and three-dimensional systems are studied.

EGR 262 Engineering Dynamics  (2-3-3)  
Offered Spring and Summer Semesters  
Prerequisites: EGR 260, MAT 240  
(Transfer course) This course is an introduction to the principles of engineering as applied to kinematics and kinetics of particles and rigid bodies. The techniques of vector mathematics are employed.

EGR 269 Engineering Disciplines and Skills  (1-3-2)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: MAT 111  
Co-requisite: ENG 101  
This course assists students in selecting an engineering field while studying professionalism, ethics, safety, communications and career planning. Computers are used to study spreadsheets, obtain graphical solutions to problems, perform on-line tasks and work on a team design project and report.

EGR 270 Introduction to Engineering  (2-3-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: EGR 269  
Co-requisite: MAT 140  
(Transfer course) This course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high-level language, spreadsheets and word processing applications. It introduces students to team problem solving and the application of computers in engineering. Advanced Excel and MATLAB will be emphasized.

EGR 275 Introduction to Engineering/Computer Graphics  (2-3-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Placement into CPT 170 or permission of instructor  
(Transfer course) This course is a study of basic graphical concepts needed for engineering applications. This course emphasizes mechanical applications utilizing 3D SolidWorks as the CAD software.

EGR 299 Applied Research in a Technical Field  (0-9-3)  
Offered Fall, Spring and Summer Semesters based on student request and permission of instructor  
Prerequisite: Permission of instructor  
This course provides an opportunity for students to investigate a faculty-approved topic in the Engineering, Industrial, or Transportation disciplines using the application of practical research methods. The course is designed for students in an Engineering, Industrial, or Transportation program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects.

EGT - Engineering Graphics Technology

EGT 110 Engineering Graphics I  (2-6-4)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: Placement into RDG 032 and placement into MAT 105  
This is an introductory course in engineering graphics science, which includes beginning drawing techniques and development of skills to produce basic technical drawings.
EGT 115  Engineering Graphics II (2-6-4)
Offered Fall and Spring Semesters
Prerequisite: EGT 110
Co-requisite: EGR 210 or EGR 275
This course in engineering graphics science includes additional drawing techniques for industrial applications.

EGT 119  Geometrics (3-0-3)
Offered Summer Semester
Prerequisites: EGT 115 and EGR 210 or EGR 275
This course provides the student with an in-depth knowledge of both the interpretation of geometric dimensioning and tolerancing symbols and the inspection techniques (conventional and X, Y, Z coordinate measuring machines) necessary to determine if parts meet the specification required by the drawing.

EGT 123  Industrial Print Reading (1-3-2)
Offered Spring Semester
This course covers basic print reading and sketching for the industrial trades area. Sketching of geometric shapes and interpretation of working shop drawings are also included.

EGT 127  Descriptive Geometry for Drafters (3-0-3)
Offered Summer Semester
Prerequisites: EGT 110 and EGR 210 or EGR 275
This basic course in descriptive geometry covers the theory of orthographic projection, points and lines in space, auxiliary views, planes, intersections and developments.

EGT 210  Engineering Graphics III (2-6-4)
Offered Fall Semester
Prerequisites: EGT 115 and EGR 210 or EGR 275
This advanced course in engineering graphics science covers the production of technical working drawings. This course is a project-based survey of basic mechanical and electrical engineering technology applications. The design process is explored with the results being presented as a set of technical drawings.

EGT 215  Mechanical Drawing Applications (2-6-4)
Offered Fall Semester
Prerequisites: EGT 115, EGT 119, EGR 275
This advanced drawing course covers industrial applications. Provides an in-depth study of the mechanical design process. This includes analysis calculations, vendor catalogs, GD&T and the creation of a complete drawing package for manufacture of a consumer product or industrial machine.

EGT 220  Structural & Piping Applications (2-6-4)
Offered Spring Semester
Prerequisites: EGT 115, EGR 275
This advanced drawing course covers structural steel and process piping applications. These tools are used by engineers in order to design and build systems in a wide variety of commercial and industrial applications.

EGT 245  Principles of Parametric CAD (2-3-3)
Offered Fall Semester
Prerequisite: EGR 210 or EGR 275, or permission of instructor
This course is the study of 3-D product and machine design utilizing state-of-the-art parametric design software. This course in an introduction to CATIA V5 3D CAD software.

EGT 252  Advanced CAD (2-3-3)
Offered Spring Semester
Prerequisite: EGR 275
This course covers advanced concepts of CAD software and applications. This course constitutes part two of Solid Works. Advanced features of this design software are covered.

EMS - Emergency Medical Technology

EMS 105  Emergency Medical Care I (2-6-4)
Offered Fall, Spring and Summer Semesters
Prerequisites: Placement into ENG 101
Co-Requisite: EMS 106 (required second half)
This course is a study of preparatory and pharmacology, airway management, patient assessment and trauma and shock as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients.

EMS 106  Emergency Medical Care II (1-9-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: EMS 105
This course is a study of medical emergencies, operations, pediatrics and other special populations as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients.

EMS 150  Introduction to Advanced Care (2-9-5)
Offered Spring Semester
Prerequisites: Placement into ENG 101 and MAT 105; completion of BIO 210 and EMS 105, EMS 106 (or equivalent)
This course covers advanced care preparatory material, trauma, advanced airway material and shock management.

EMS 151  Paramedic Clinical I (0-6-2)
Offered Spring Semester
Prerequisites: Placement into ENG 101 and MAT 105; completion of BIO 210 and EMS 105, EMS 106 (or equivalent)
This course provides an introduction to hospital care in an emergency and trauma setting. Emphasis is placed on care for adult, obstetrical, pediatric and behavioral patients.

EMS 202  EMT-Basic (2-1.2-2)
Offered Fall and Spring Semesters
Prerequisite: Must be a certified EMT-Basic or admission by permission of DHEC, department head, or program coordinator
This course is designed to further develop the knowledge and skills used by EMT-Basics in the field. Topics focus on up-to-date information and technology related to emergency medical care. Student must be a certified EMT-Basic or have approval from the SC DHEC EMS office.

EMS 203  EMT-Intermediate (2-1.2-2)
Offered Fall and Spring Semesters
Prerequisite: Must be a certified EMT-Intermediate or admission by permission of DHEC, department head, or program coordinator
This course is designed to further develop the knowledge and skills used by EMT-Intermediates in the field. Topics focus on up-to-date information and technology related to emergency medical care.
EMS 204 Dynamic Paramedic Review (2-6-4)
Offered Spring Semester
Prerequisites: BIO 211, ENG 101, EMS 240, MAT 120, PSY 201, SPC 205
This course covers current best clinical practices used by paramedics in the prehospital environment. The course also prepares and meets all requirements to allow registered nurses to challenge the NREMT Advanced Psychomotor and Computer Adaptive Testing. Prospective students must hold a current paramedic certification, nursing license, or have approval from the SC DHEC Bureau of EMS to enroll in this course.

EMS 230 Advanced Emergency Medical Care I (2-9-5)
Offered Summer Semester
Prerequisites: EMS 150, EMS 151
Co-requisites: EMS 231, (required)
This course provides an introduction to pre-hospital pharmacology and cardiology as they relate specifically to patient care. Emphasis is placed on the appropriate methods for patient physical exams and solicitation of medical history to maximize patient outcomes.

EMS 231 Paramedic Clinical II (0-6-2)
Offered Summer Semester
Prerequisites: EMS 150, EMS 151
Co-requisites: EMS 230 (required)
This course provides activation of the knowledge and skills learned in the classroom to patients in the emergency department setting and in other appropriate clinical facilities.

EMS 232 Paramedic Internship I (0-6-2)
Offered Fall Semester
Prerequisites: EMS 230, EMS 231
Co-requisite: EMS 240 (required)
This course provides application of the knowledge and skills learned in the classroom using the team approach to emergency medical patients in the pre-hospital environment.

EMS 240 Advanced Emergency Medical Care II (2-9-5)
Offered Fall Semester
Prerequisites: EMS 230, EMS 231
Co-requisite: EMS 240 (required)
This course is a study of complex recurring emergency medical conditions that encompass all stages of the patient’s life span.

EMS 242 Paramedic Internship II (0-6-2)
Offered Fall Semester
Prerequisites: EMS 230, EMS 231, EMS 232
Co-requisite: EMS 240 (required)
This course provides hands-on experience for initial patient care in the pre-hospital environment and focuses on the ability to assess, care for and transport medical and trauma patients.

EMS 270 NREMT Review (2-6-4)
Offered Spring Semester
Prerequisites: EMS 240, EMS 242
Co-requisite: EMS 272 (required), EMS 271 (recommended)
This course provides the opportunity to practice and demonstrate proficiency in all of the required National Registry of Emergency Medical Technician (NREMT) skill stations.

EMS 271 Advanced Emergency Operations (2-6-4)
Offered Spring Semester
Prerequisites: EMS 240, EMS 242
Co-requisites: EMS 270, EMS 272 (required)
This course introduces the concepts of EMS procedures including vehicle operations, hazardous materials response and interaction with larger teams of emergency responders.

EMS 272 Paramedic Capstone (0-12-4)
Offered Spring Semester
Prerequisites: EMS 240, EMS 242
Co-requisites: EMS 270 (required), EMS 271 (recommended)
This course provides the opportunity for the student to function as a team leader in a 911 response agency by managing and accounting for all aspects of the emergency scene and patient care.

ENG - English

ENG 032 Developmental English (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Satisfactory test placement
Note: Credit for this course does not transfer to any four-year college and may not be counted as credit toward any degree. Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations.

ENG 100 Introduction to Composition (Non-Degree Credit) (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Satisfactory test placement or ENG 032
Note: Credit for this course does not transfer to any four-year college and may not be counted as credit toward any degree. This course is a study of basic writing and different modes of composition and may include a review of usage.

ENG 101 English Composition I* (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: Satisfactory placement in writing or completion of ENG 100 and satisfactory placement in reading or completion of RDG 100 or completion of RWR 100
This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

ENG 102 English Composition II* (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: ENG 101
This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.

ENG 105 Editing Academic Writing (1-0-1)
Offered Fall and Spring Semesters
Prerequisite: Placement into or successful completion of ENG 101
This course provides students with instruction and practice in editing their own writing for academic purposes. The course focuses on errors that interfere with communication or that cause readers to question the writer’s academic competence.

ENG 165 Professional Communications (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Satisfactory test placement or ENG 100 or RWR 100
This course develops practical written and oral professional communication skills.
ENG 201 American Literature I* (3-0-3)
*Offered on a rotational basis
Prerequisite: ENG 102
This course is a study of American literature from the colonial period to the Civil War.

ENG 202 American Literature II* (3-0-3)
*Offered on a rotational basis
Prerequisite: ENG 102
This course is a study of American literature from the Civil War to the present.

ENG 205 English Literature I* (3-0-3)
*Offered on a rotational basis
Prerequisite: ENG 102
This is a (college transfer) course in which the following topics are presented: the study of English literature from the Old English Period to the Romantic Period with emphasis on major writers and periods.

ENG 206 English Literature II* (3-0-3)
*Offered on a rotational basis
Prerequisite: ENG 102
This is a (college transfer) course in which the following topics are presented: the study of English literature from the Romantic Period to the present with emphasis on major writers and periods.

ENG 207 Literature for Children (3-0-3)
*Offered on a rotational basis
Prerequisite: ENG 102
This course provides an introduction to children's literature in America through an examination of picture books & novels that depict Americans of various backgrounds and experiences. It focuses on defining quality in children's book writing and illustration and assessing concerns in the field. This course will strengthen students' knowledge of a variety of writings for children, as well as acquaint students with authors for children and critical theory with a focus on children's literature. A goal of this course is to help students develop a critical approach in their understanding of the changing purpose and development of children's literature in America in relation to classic literature written for children.

ENG 208 World Literature I* (3-0-3)
*Offered on a rotational basis
Prerequisite: ENG 102
This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

ENG 209 World Literature II* (3-0-3)
*Offered on a rotational basis
Prerequisite: ENG 102
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

ENG 213 Short Fiction (3-0-3)
*Offered on a rotational basis
Prerequisite: ENG 102
This course is a study of short fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

ENG 225 Graphic Literature (3-0-3)
*Offered on a rotational basis
Prerequisite: ENG 102
This course is a study of graphic literature in multiple forms. Emphasis is on the nature of the genre and appropriate reading strategies. Significance of the genre will be explored through historical background, societal influences and techniques of creation in various graphic literary forms, such as graphic novels, comics and manga.

ENG 228 Studies in Film Genre (3-0-3)
*Offered on a rotational basis
Prerequisite: ENG 102
This course is a critical examination of significant films. Films representing a variety of genres (western, film noir, screwball comedy, etc.) and countries will be viewed and analyzed.

ENG 230 Women in Literature* (3-0-3)
*Offered on a rotational basis
Prerequisite: ENG 102
This course is a critical study of women's writings examined from historical, social and psychological points of view.

ENG 231 Middle Eastern Literature (3-0-3)
*Offered on a rotational basis
Prerequisite: ENG 102
This course is a survey of the major works, genres and writers of the Middle East. The relationships among the literature, culture and history of the Middle East will be emphasized. Literature from the earliest writings through the contemporary period from countries ranging from Northern Africa through Iran will be surveyed.

ENG 234 Survey in Minority Literature (3-0-3)
*Offered on a rotational basis
Prerequisite: ENG 102
This course is a critical study of minority writings examined from historical, social and psychological points of view.

ENG 235 Southern Literature (3-0-3)
*Offered on a rotational basis
Prerequisite: ENG 102
This course is a study of the south's intellectual and literary contributions to national and world literature.

ENG 238 Creative Writing (3-0-3)
*Offered Fall, Spring and Summer Semesters
Prerequisite: ENG 101
This course presents an introduction to creative writing in various genres.

ENG 298 Research in English (0-9-3)
*Offered Fall, Spring and Summer Semesters based on student request and permission of instructor
Prerequisites: ENG 101, ENG 102 and permission of instructor
The course is designed for students in an Associate in Arts or Associate in Science program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects. This course provides students with the opportunity to go beyond program course offerings by researching a topic in more depth than programs have time for. Essentially, this course is an independent study in which the student works one-on-one or in a small group to investigate a problem or issue in the discipline.

ESL - English as Second Language

ESL 010 Communication I (0-3-1)
*Prerequisite: Satisfactory placement on college placement ESL test
This course is a study of functions and forms of spoken English.

ESL 011 Reading/Writing I (0-3-1)
*Prerequisite: Satisfactory placement on college placement ESL test or ESL 012
This course is a general review of reading and writing skills with integrated grammar and vocabulary reinforcement.
ESL 012 Grammar I (0-3-1)
Prerequisite: Satisfactory placement on college placement ESL test
This course is a general review of English grammar with writing emphasis at the sentence level.

ESL 013 Pronunciation I (0-3-1)
Prerequisite: Satisfactory placement on college placement ESL test
This course includes practice in pronunciation with emphasis on the phonetic sounds of vowels and consonants in North American English.

ESL 014 Communication II (0-3-1)
Prerequisite: Satisfactory placement on college placement ESL test or ESL 010
This course is a study of advanced language functions and structures and listening comprehension using contemporary topics in audio-visual media.

ESL 015 Reading/Writing II (0-3-1)
Prerequisite: Satisfactory placement on college placement ESL test or ESL 011
This course is a general review of reading and writing skills at the high-intermediate level with integrated grammar and vocabulary reinforcement.

ESL 016 Grammar II (0-3-1)
Prerequisite: Satisfactory placement on college placement ESL test or ESL 012
This course is a general review of English grammar with writing emphasis at the sentence to paragraph level.

ESL 017 Pronunciation II (0-3-1)
Prerequisite: Satisfactory placement on college placement ESL test or ESL 013
This course includes practice in pronunciation with emphasis on intonation, stress and rhythm of North American English.

ESL 018 Grammar III (0-3-1)
Prerequisite: Satisfactory placement on college placement ESL test or ESL 016
This course is a general review of English grammar at the advanced level with writing emphasis at the extended paragraph level.

ESL 019 Composition (0-3-1)
Prerequisite: Satisfactory placement on college placement ESL test or ESL 015
This course is a general review of reading and writing skills at the advanced level with emphasis on the extended composition.

FRE - French

FRE 101 Elementary French I* (4-0-4)
Offered Fall Semester
Prerequisite: Placement into ENG 101
This course is a study of the four basic language skills: listening, speaking, reading and writing. It includes an introduction to French culture.

FRE 102 Elementary French II* (4-0-4)
Offered Spring Semester
Prerequisite: FRE 101 or permission of instructor
This course continues the development of basic language skills and includes a study of French culture.

FRE 201 Intermediate French I* (3-0-3)
Offered Fall Semester
Prerequisite: FRE 102 or permission of instructor
This course continues the development of basic language skills and includes a study of French culture.

FRE 202 Intermediate French II* (3-0-3)
Offered Spring Semester
Prerequisite: FRE 201 or permission of instructor
This course continues the review of French grammar with attention given to more complex grammatical structures and reading more difficult prose.

GEO - Geography

GEO 101 Introduction to Geography* (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 101
This course is an introduction to the principles and methods of geographic inquiry.

GEO 102 World Geography* (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 101
This course includes a geographic analysis of the regions of the world; i.e., North and South America, Europe, Australia and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems.

GER - German

GER 101 Elementary German I* (4-0-4)
Offered Fall Semester
Prerequisite: Placement into ENG 101
This course is a study of the four basic language skills: listening, speaking, reading and writing. It includes an introduction to German culture.

GER 102 Elementary German II* (4-0-4)
Offered Spring Semester
Prerequisite: GER 101 or permission of instructor
This course continues the development of the four basic language skills and the study of German culture.

GER 201 Intermediate German I (3-0-3)
Offered Fall Semester
Prerequisite: GER 102 or permission of instructor
This course is a review of German grammar with attention given to complex grammatical structures and reading difficult prose.

GER 202 Intermediate German II (3-0-3)
Offered Spring Semester
Prerequisite: GER 201 or permission of instructor
This course continues the review of German grammar with attention given to more complex grammatical structures and reading more difficult prose.
**GLY - Geology**

**GLY 101 Physical Geology (3-3-4)**  
**Offered Fall, Spring and Summer Semesters**  
Prerequisites: Placement into ENG 101 and placement into MAT 105  
This course is a study of the earth’s surface, internal processes and the resulting rock products. Topics include plate tectonics, the rock cycle and uniformitarianism. The course will also cover earth history and scientific methods in earth studies.

**HIM - Health Information Management**

**HIM 101 Introduction to Health Information (1-0-1)**  
**Offered Fall and Spring Semesters**  
Prerequisites: AHS 102, BIO 112, ENG 165  
This course provides an introduction to the health information science profession.

**HIM 102 Introduction to Coding & Classification Systems (1-0-1)**  
**Offered Fall and Spring Semesters**  
Prerequisites: AHS 102, BIO 112, ENG 165  
This course provides an introduction to classification systems, the role of coding in reimbursement, indexing and statistics and the beginning foundation of the study of disease. This course concentrates on the coding of diseases, procedures and services rendered in both the inpatient and outpatient setting.

**HIM 103 Introduction to Health Information and Coding (2-3-3)**  
**Offered Fall and Spring Semesters**  
Prerequisite: BIO 110 or BIO 112  
This course focuses on the principles of health information management and explores basic concepts in diagnostic and procedural coding and classification systems.

**HIM 110 Health Information Science I (2-3-3)**  
**Offered Fall Semester**  
Pre- or co-requisite: AHS 102  
This course provides an in-depth study of the content, storage, retrieval, control and retention of health information systems.

**HIM 115 Medical Records & the Law (1-3-2)**  
**Offered Spring Semester**  
Prerequisite: HIM 110  
Co-requisite: HIM 135 (required)  
This course provides an introduction to the study of laws applicable to the health care field with emphasis on health information practices.

**HIM 120 Health Information Science II (2-3-3)**  
**Offered Spring Semester**  
Prerequisites: HIM 110, HIM 215  
Co-requisites: HIM 115, HIM 135 (required)  
This course covers quality assurance and health information management.

**HIM 130 Billing and Reimbursement (2-3-3)**  
**Offered Summer Semester**  
Prerequisites: HIM 115, HIM 120, HIM 135  
Co-requisite: HIM 141 (required)  
This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid. The revenue cycle management practices and terminology is introduced.

**HIM 135 Medical Pathology (3-0-3)**  
**Offered Spring Semester**  
Prerequisite: HIM 110  
This course is a study of disease processes, general classification of disease, including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment, including surgical and/or chemical intervention and terminology.

**HIM 141 Current Procedural Terminology II (2-3-3)**  
**Offered Summer Semester**  
Prerequisites: HIM 115, HIM 120, HIM 135  
Co-requisite: HIM 130 (required)  
This course provides an intermediate study of the CPT and HCPCS coding and classification systems with respect to surgical outpatient facilities and hospitals.

**HIM 163 Supervised Clinical Practice I (2-3-3)**  
**Offered Spring Semester**  
Prerequisites: HIM 216 (not for General Technology degree students), HIM 265, HIM 266  
Co-requisite: HIM 225 (required)  
Pre- or Co-requisites: HIM 115 (not for General Technology degree students), HIM 120, HIM 135 (required)  
This course includes correlation of didactic and laboratory experiences with clinical experiences in various health care facilities.

**HIM 164 Supervised Clinical Practice II (2-3-3)**  
**Offered Summer Semester**  
Prerequisites: HIM 163, HIM 225  
Co-requisite: HIM 227 (required)  
Pre- or Co-requisites: HIM 130, HIM 141  
This course includes clinical experience in the technical aspects of health information management.

**HIM 215 Registries and Statistics (2-3-3)**  
**Offered Fall Semester**  
Pre- or Co-requisite: HIM 110 (required)  
This course includes a study of vital and health care statistics and registries in health information systems.

**HIM 216 Coding and Classification I (2-3-3)**  
**Offered Fall Semester**  
Co-requisites: HIM 265, HIM 266 (required)  
Pre or Co-requisite: HIM 110, HIM 215  
This course includes a study of disease and procedural coding and classification systems.

**HIM 225 Coding and Classification II (2-3-3)**  
**Offered Spring Semester**  
Prerequisites: HIM 216, HIM 265, HIM 266  
Co-requisite: HIM 163 (required)  
Pre- or Co-requisite: HIM 115, HIM 120, HIM 135  
This course provides a study of advanced coding and classification systems.

**HIM 227 Senior Professional Competencies (3-0-3)**  
**Offered Summer Semester**  
Prerequisites: HIM 163, HIM 225  
Co-requisite: HIM 164 (required)  
Pre- or Co-requisites: HIM 130, HIM 141  
This capstone course is designed to promote interactive discussion related to the HIM profession to include career issues and opportunities. The course includes specific projects and capstone competencies in a mock testing environment.
HIM 265 Supervisory Principles (2-3-3)  
Offered Fall Semester  
Prerequisite: HIM 215  
Co-requisites: HIM 110, HIM 266 (required)  
This course covers principles of authority/responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation in health information management.

HIM 266 Computers in Health Care (2-3-3)  
Offered Fall Semester  
Co-requisite: HIM 216, HIM 265 (required)  
Pre- or Co-requisite: HIM 110, HIM 215  
This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security of data in computer systems, record linkage and data sharing concepts.

HIS - History

HIS 101 Western Civilization to 1689* (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Placement into ENG 101  
This course is a survey of Western civilization from ancient times to 1689, including the major political, social, economic and intellectual factors shaping western cultural tradition.

HIS 102 Western Civilization Post 1689* (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Placement into ENG 101  
This course is a survey of Western civilization from 1689 to the present, including major political, social, economic and intellectual factors that shape the modern western world.

HIS 104 World History I (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Placement into ENG 101  
This course covers world history from prehistory to circa 1500 A.D., focusing on economic, social, political and cultural aspects of people before the onset of western dominance and identifying major patterns and trends which characterized the world in each era.

HIS 105 World History II (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Placement into ENG 101  
This course covers world history from circa 1500 A.D. to the present, focusing on the development of a system of interrelationships based on western expansion and on the economic, social, political and cultural aspects of each era.

HIS 106 Introduction to African History (3-0-3)  
Offered Fall Semester  
Prerequisite: Placement into ENG 101  
This course is an examination of several traditional sub-Saharan African societies and their political and economic transformation in the pre-modern, colonial and post-independence periods.

HIS 115 African-American History (3-0-3)  
Offered Spring Semester  
Prerequisite: Placement into ENG 101  
This course is a study of the history of African-Americans, including African heritage, American history and significant contributions by individuals or groups.

HIS 122 History, Technology and Society (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Placement into ENG 101  
This course covers topics in the history of technology with emphasis on how technology affects society and how society shapes technology. Emphasis is on 19th and 20th century America, but some material from other periods of Western Civilization and other world regions may be discussed.

HIS 201 American History: Discovery to 1877* (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Placement into ENG 101  
This course is a survey of U.S. history from discovery to 1877. The course includes political, social, economic and intellectual developments during this period.

HIS 202 American History: 1877 to Present* (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Placement into ENG 101  
This course is a survey of U.S. history from 1877 to the present. The course includes political, social, economic and intellectual developments during this period.

HOS - Hospitality

HOS 130 Professional Etiquette and Manners (3-0-3)  
Offered Fall Semester  
This course is a study of etiquette and manners in social and business settings. Special attention is given to proper dining skills with a dining tutorial dinner for practicing the skills learned. The course also focuses on international protocol and business etiquette.

HOS 140 The Hospitality Industry (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: RDG 100 or satisfactory placement  
This course is a survey of the hospitality industry and the principles of operations of both lodging and foodservice industries.

HOS 160 Purchasing for Hospitality (2-3-3)  
Offered Fall and Spring Semesters  
Pre- or co-requisite: CUL 155 (required)  
This course is a study of a systematic approach to principles of effective control and procurement of food products, beverages and equipment. Emphasis is placed on practical applications of facilities design, food cost reporting and inventory accountability functions.

HOS 171 Food and Beverage Controls (3-0-3)  
Offered Fall Semester  
Pre- or co-requisite: HOS 160 (required)  
This course covers the principles and procedures involved in an effective food and beverage control system, including standards determination, operating budgets, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control and computer applications related to these concepts.

HOS 245 Hospitality Marketing (3-0-3)  
Offered Fall Semester  
Prerequisite: RDG 100 or satisfactory placement  
This course is a study of fundamental marketing strategies that are specific to the hospitality industry. Emphasis is placed on how marketing strategies target customer needs and wants.
HOS 256 Hospitality Management Concepts (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: RDG 100 or satisfactory placement  
This course is a study of the theory and principles of management as applied to the hospitality industry.

HOS 264 Food and Beverage Pairing (3-0-3)  
Offered Spring Semester  
This course focuses on the concepts of food and beverage pairing and the influence of ingredient selection, preparation techniques and presentation on sales, service and profitability. Wine tasting and proper mixing of spirits are part of this class. Students must present proper ID and be over 21 years of age to take this course.

HOS 265 Hotel, Restaurant and Travel Law (3-0-3)  
Offered Spring Semester  
Prerequisite: RDG 100 or satisfactory placement  
This course covers legal foresight for hospitality management. Topics include litigation involving innkeepers and legal responsibilities of the innkeeper.

HOS 299 Special Topics in Culinary Studies (2-3-3)  
Offered Summer Semester  
This course will focus on a special topic in culinary or baking and pastry arts such as regional world cuisines, food history, or current trends.

HRT - Horticulture  

HRT 139 Plant Propagation (3-0-3)  
Offered Spring Semester  
This course is a survey of the fundamental principles and techniques involved in plant propagation.

HSS - Humanities  

HSS 105 Technology and Culture (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: ENG 100 or placement into ENG 165  
This course provides a study of the impact of technological change on cultural values, society and the individual.

HSS 295 Leadership Through the Humanities (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Placement into ENG 101  
This course examines leadership issues of philosophy, style and skills from the perspective of classic and contemporary readings in various humanities disciplines, primarily world history, world literature and Western and Eastern philosophical traditions. Topics include developing a personal leadership philosophy, leading by serving, transformational leadership, understanding ethical issues in leadership and leadership skills such as articulating a vision, team building, setting goals, making decisions, realizing change, guiding through conflict and empowering others.

HSS 298 Research in the Humanities (3-0-3)  
Offered Fall, Spring and Summer Semesters based on student request and permission of instructor  
Prerequisite: Permission of instructor  
This course provides an opportunity for students to investigate a faculty-approved topic related to Humanities using the application of practical research methods. This course is designed for students in an Associate of Arts or Associate of Sciences program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects.

HUS - Human Services  

HUS 101 Introduction to Human Services (3-0-3)  
Offered Fall Semester  
Prerequisite: Placement into ENG 101  
This course covers an overview of the field of human services. Role responsibilities, problems, boundaries and strategies of human service workers are included.

HUS 102 Personal and Professional Development in Helping Professions (3-0-3)  
Offered Fall Semester  
Prerequisite: Placement into ENG 101  
This course provides students with the opportunity to gain a greater awareness of “self” through values clarification activities, reflective writings, etc. and to understand how attitudes, values and beliefs impact both their personal and professional lives.

HUS 150 Supervised Field Placement I (0-9-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: HUS 209, HUS 231 and HUS 237 plus 12 additional credits in Human Services. Instructor permission required. Completion of background check required.  
This course includes work experience assignments by students in selected human services agencies.

HUS 204 Introduction to Social Work (3-0-3)  
Offered Fall Semester  
Prerequisite: Placement into ENG 101  
This course includes a general introduction to social work, including history, philosophy, organization, methods and settings with emphasis on rehabilitation and other community services. Focus is on social work values, knowledgebase, goals and the roles of the social worker in society.

HUS 205 Gerontology (3-0-3)  
Offered Summer Semester  
Prerequisite: Placement into ENG 101  
This course is a survey of the physical, social and mental changes that occur as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course. Off-campus service-learning activities are required.

HUS 206 Death and Dying (3-0-3)  
Offered Summer Semester  
Prerequisite: Placement into ENG 101  
This course is a study of the issues of death and dying. Stages of dying, dealing with dying, dealing with sudden death and grief are covered in the course.

HUS 208 Alcohol and Drug Abuse (3-0-3)  
Offered Summer Semester  
Prerequisite: Placement into ENG 101  
This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation and preventive education.

HUS 209 Case Management (3-0-3)  
Offered Spring Semester  
Prerequisite: Placement into ENG 101  
This course covers accepted methods and strategies for effectively assessing client needs, accessing necessary provider agencies and monitoring and properly documenting service delivery and client welfare.
HUS 216 Behavior Change Techniques (3-0-3)  
Offered Fall Semester  
Prerequisite: HUS 231  
This course is a study of major theories associated with individual and group psychotherapy, family therapy and alcohol, drug and vocational rehabilitation. Emphasis is placed on the techniques of behavioral change.

HUS 217 Addictions Counseling (3-0-3)  
Offered Fall Semester  
Prerequisite: HUS 208  
This course provides specific skills for the diagnosis and treatment of substance abuse and addictions. Topics to be discussed include causes and diagnoses of addictions and treatment modalities.

HUS 220 Diversity Issues in Human Services Practice (3-0-3)  
Offered Spring Semester  
Prerequisite: Placement into ENG 101  
This course is a study of issues of cultural diversity, including critical analyses of gender ideologies and systemic applications. Students will be afforded opportunities to engage in self-analysis and will examine currently emerging cultural trends in human services education and delivery.

HUS 225 Personal/Interpersonal Adjustment (3-0-3)  
Offered Spring Semester  
Prerequisite: ENG 101  
This course is the study of self-awareness and interpersonal adjustment and behavior in contemporary society.

HUS 231 Counseling Techniques (3-0-3)  
Offered Spring Semester  
Prerequisites: HUS 101, HUS 102 and PSY 201  
This course is a study of a variety of counseling techniques necessary to assist qualified therapists in a variety of therapeutic settings. Students will demonstrate procedures and knowledge of basic counseling theories and techniques related to human services.

HUS 235 Group Dynamics (3-0-3)  
Offered Spring Semester  
Prerequisite: HUS 231  
This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group process in specialized settings related to human services.

HUS 237 Crisis Intervention (3-0-3)  
Offered Fall Semester  
Prerequisite: HUS 231  
This course is a study of the effects of crisis on people, the methods of intervention and other use of multiple resources to reestablish individual function. Students are required to demonstrate mock crisis activities.

HUS 241 The Counseling Relationship (3-0-3)  
Offered Spring Semester  
Prerequisites: HUS 231, plus 12 additional credit hours in Human Services and instructor permission required  
This course is a study of the counseling relationship, its development, dynamics and processes, as well as issues for the counselor that may foster or impede the development of the relationship.

HUS 260 Human Services Special Topics (3-0-3)  
Offered Based on Enrollment  
Prerequisite: Placement into ENG 101  
This course is a study of special topics of interest to particular populations and locations.

IDS 110 Employability Skills for the Business Environment (3-0-3)  
Offered Fall and Spring Semesters  
Prerequisites: ENG 101, MAT 155 or higher, SPC 205. Students must have completed 45 credit hours towards an associate degree. This course provides students with opportunities to develop employability skills appropriate for a business setting. Topics include resume writing, interviewing, time management, networking, business etiquette, cultural diversity, formal presentation delivery and job maintenance. This course should be taken in the latter stages of the curriculum.

IDS 206 Special Topics in International Studies (0-3-1)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Placement into ENG 100 and instructor permission required  
This course is a study of special topics and the culture and environment of a country or region in which a student is studying while abroad.

IDS 207 Cultural Exploration (3-0-3)  
Offered Fall and Spring Semesters  
Prerequisite: Placement into ENG 100 and instructor permission required  
This course will explore the culture and environment of the country or region in which students are studying while abroad. The special topics studied will provide the students with a deeper understanding of the political, social, economic and cultural issues they experience.

IMT - Industrial Maintenance Technology

IMT 103 Precision Measuring Instruments (1-3-2)  
Offered Summer Semester  
Prerequisites: AMT 110, EEM 105, EGT 123  
Co-requisite: IMT 110 (required)  
This course covers the use of various precision measuring instruments commonly used in industry. Industrial prints will be utilized.

IMT 104 Schematics (1-3-2)  
Offered Fall, Spring and Summer Semesters  
This course covers the interpretation of mechanical, fluid power, and/or electrical schematics. Additional topics include basic troubleshooting techniques, root-cause analysis and interpretation of industrial schematics.

IMT 105 Mechanical Sketching (1-3-2)  
Offered Summer Semester  
This course covers lab skills in mechanical/electrical sketching of drawings. Additional topics include basic troubleshooting techniques, root-cause analysis and interpretation of mechanical sketching.

IMT 110 Industrial Instrumentation (1-6-3)  
Offered Summer Semester  
Prerequisites: AMT 110, EEM 105, EGT 123  
Co-requisite: IMT 103  
This course covers fundamentals of pressure, flow, level and temperature instrumentation. Topics include reading and interpreting industrial instrumentation, such as multi-meter, pressure gauge, flow meter, oscilloscope, strain gauge and ultrasonic devices. Industrial calculations and conversions will also be covered.
IMT 112 Hand Tool Operations (2-3-3)
Offered Fall and Spring Semesters
Prerequisites: Placement into ENG 100 and placement into RDG 100
This course covers the use of hand tools and their applications in industrial and service areas.

IMT 131 Hydraulics and Pneumatics (3-3-4)
Offered Fall, Spring and Summer Semesters
This course covers the basic technology and principles of hydraulics and pneumatics.

IMT 160 Preventive Maintenance (1-6-3)
Offered Summer Semester
Prerequisites: EEM 105, EGT 123, IMT 112
This course covers preventive maintenance techniques. Basic troubleshooting techniques, root-cause analysis and interpretation of industrial prints will be covered.

IMT 161 Mechanical Power Applications (3-3-4)
Offered Spring Semester
This course covers mechanical transmission devices, including procedures for installation, removal and maintenance.

IMT 170 Statistical Process Control (3-0-3)
Offered Fall, Spring and Summer Semesters
This course is a study of the concepts and charts used in quality control.

IMT 171 Manufacturing Skills Standards Council Certification I (0-3-1)
Offered Fall Semester
Prerequisites: Placement into ENG 100 and MAT 155
This course is a study of manufacturing safety as one of four key portable production skills associated with MSSC certification. Students will learn how to perform safety and environmental inspections and how to offer procedural suggestions that support safety in the manufacturing work environment.

IMT 172 Manufacturing Skills Standards Council Certification II (0-3-1)
Offered Fall Semester
Prerequisites: Placement into ENG 100 and MAT 155
This course is a study of manufacturing as one of four key portable production skills associated with MSSC certification. Students will learn how to perform safety and environmental inspections and how to offer procedural suggestions that support safety in the manufacturing work environment.

IMT 173 Manufacturing Skills Standards Council Certification III (0-3-1)
Offered Fall Semester
Prerequisites: Placement into ENG 100 and MAT 155
This course is a study of manufacturing processes and production as one of four key portable production skills associated with MSSC certification. Students will examine the entire production process cycle including resource availability, product specifications and shipping/distribution.

IMT 174 Manufacturing Skills Standards Council Certification IV (0-3-1)
Offered Fall Semester
Prerequisites: Placement into ENG 100 and MAT 155
This course is a study of maintenance awareness as one of four key manufacturing portable production skills associated with MSSC certification. Topics include potential maintenance issues with basic production systems, preventive maintenance and routine repairs.

IST - Information Systems Technology

IST 110 Introduction to Cyberspace and Cybersecurity (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: CPT 257 and IST 220 or AOT 162 and AOT 251
This course studies the fundamentals of cyberspace and cybersecurity. Topics of study include roles and functions within cyberspace, data security, digital forensics, incident management, training and awareness and physical and environmental security.

IST 190 LINUX Essentials (3-0-3)
Offered Fall and Summer Semesters
Prerequisites: CPT 257 and IST 220
This course will provide students with the fundamental knowledge and concepts of the LINUX operating system, including command-line functions, file systems, user and group administration, process management, text editors and network applications.

IST 191 LINUX Administration (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: IST 190
This course will provide students with the skills necessary to administer a LINUX system, including hardware/software configuration, user and group administration, LINUX network configuration and file system management.

IST 198 Cloud Essentials (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: CPT 257, IST 110, IST 220, IST 190, IST 257
This course is a study of cloud computing as a framework for providing network access to shared computing resources including storage, network, server and virtualization infrastructures.

IST 201 Cisco Internetworking Concepts (3-0-3)
Offered Fall and Summer Semesters
Prerequisites: IST 201 and placement into MAT 105 or higher
This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANS, WANS, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing and network standards.

IST 202 Cisco Router Configuration (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: IST 201 and placement into MAT 105 or higher
This course is a study of configuring Cisco routers.

IST 203 Advanced Cisco Router Configuration (3-0-3)
Offered Spring and Summer Semesters
Prerequisite: IST 202
This course is a study of configuring Cisco routers.

IST 204 Cisco Troubleshooting (3-0-3)
Offered based on need
Co-requisite: IST 203 (required)
This course is a study of troubleshooting network problems.
**IST 220 Data Communications (3-0-3)**
*Offered Fall, Spring and Summer Semesters*
Prerequisite: Placement into ENG 101 and placement into MAT 105 or higher
This course is a study of the fundamentals of data communications. Basic signaling, networking and various transmission media are covered.

**IST 226 Internet Programming (3-0-3)**
*Offered Fall, Spring and Summer Semesters*
Prerequisite: Placement into ENG 101 and placement into MAT 105 or higher
This course covers designing internet pages and applications for personal/business use, writing the required program code in languages such as HTML, Java and VRML, testing and debugging programs, uploading and maintaining internet pages and applications.

**IST 239 Datum and JavaScript (3-0-3)**
*Offered Fall and Spring Semesters*
Prerequisites: CPT 168 and IST 226
This course includes concepts and skills for developing dynamic functionality and interactivity for web sites using JavaScript. Variables, operators, conditionals, functions, objects (image and form), properties, methods, cookies, frames and arrays.

**IST 257 LAN Network Server Technologies (3-0-3)**
*Offered Fall and Spring Semesters*
Prerequisites: CPT 257 and IST 220
This course is a study of networking system technologies including network operating system architecture, the installation, configuration, monitoring and troubleshooting of network resources and network administration functions such as user-group maintenance, network security print services, remote access, fault tolerance, backup and recovery.

**IST 258 LAN Directory Services (3-0-3)**
*Offered Fall and Spring Semesters*
Prerequisites: IST 220, IST 257
This course is a study of LAN objects, object properties and the organization of network objects into a structure that is extensible and scalable. The course includes a hierarchical view of network resources and allows administrators, developers and end-users to gain access to those resources.

**IST 266 Internet and Firewall Security (3-0-3)**
*Offered Fall, Spring and Summer Semesters*
Co-requisite: IST 110 (required)
This course is an introduction to firewalls and other network security components that can work together to create an in-depth defensive perimeter around a local area network (LAN).

**IST 267 Network Vulnerability Assessment (3-0-3)**
*Offered Fall and Spring Semesters*
Prerequisites: IST 110, IST 266
This course provides students with the knowledge and skills necessary to test network security using network vulnerability assessment tools and methods. Students will also learn how to improve network security based on the assessment results.

**IST 272 Relational Database (3-0-3)**
*Offered Fall, Spring and Summer Semesters*
Prerequisites: CPT 113 or CPT 170, Placement into MAT 109, MAT 110, MAT 120 or higher or college transferable math
This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized. Note: SQL Server is used.

**IST 278 Database Programming (3-0-3)**
*Offered based on need*
Prerequisites: IST 272 and MAT 105 or higher math
This course is a study of advanced database techniques. Topics will cover procedures, triggers, query optimization and user security.

**IST 291 Fundamentals of Network Security (3-0-3)**
*Offered Fall and Spring Semesters*
Prerequisites: IST 110, IST 266
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.

**IST 292 Fundamentals of Network Security II (3-0-3)**
*Offered Spring and Summer Semesters*
Prerequisites: IST 110, IST 291
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.

**IST 293 IT and Data Assurance I (3-0-3)**
*Offered Fall and Spring Semesters*
Prerequisite: IST 110
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.

**IST 294 IT and Data Assurance II (3-0-3)**
*Offered Fall and Spring Semesters*
Prerequisite: IST 267
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.

**IST 295 Fundamentals of Voice Over IP (3-0-3)**
*Offered Fall and Spring Semesters*
Prerequisite: IST 201
Co-requisite: IST 202 (required)
This course is an introduction to features of Voice Over IP protocols, including VoIP hardware selection and network design considerations. Concepts include analog and digital voice encoding signaling and Quality of Service (QOS) and troubleshooting and configuration of VOIP networks.

**LEG - Legal**

**LEG 120 Torts (3-0-3)**
*Offered Fall, Spring and Summer Semesters*
Prerequisite: Placement into ENG 101
This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause and defenses.

**LEG 121 Business Law I (3-0-3)**
*Offered Fall, Spring and Summer Semesters*
Prerequisite: Placement into ENG 101
This course is a study of the basics of commercial law, with emphasis on the formation and enforcement of contracts and the rules particular to the Uniform Commercial Code (UCC) and sales of goods.
LEG 122  Business Law II (3-0-3)  
Offered Summer and Spring Semesters as needed  
Prerequisite: LEG 121  
This course is an in-depth study of the Uniform Commercial Code with special emphasis on the essentials of Article 3, Commercial Paper and Article 9, Secured Transactions. Business partnerships and corporations and their formation are studied.

LEG 132  Legal Bibliography (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: ENG 101, LEG 135, LEG 230  
Co-requisites: LEG 132 and LEG 230 may be taken together only by students who possess a bachelor's degree and are on the one-year track. This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters and digests.

LEG 135  Introduction to Law and Ethics (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Placement into ENG 101  
(Mandatory first semester) This course provides a general introduction to law, including courts, legal terminology, procedures, systems and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system.

LEG 201  Civil Litigation I (Discovery) (3-0-3)  
Offered Fall and Spring Semesters  
Prerequisites: LEG 120, LEG 132, LEG 135, LEG 230, LEG 262  
Co-requisites: LEG 132 and LEG 201 may be taken together by students who possess a bachelor's degree and are on the one-year track. This course is a study of the principles of litigation and the rules of procedure for each court in the South Carolina system including pleading, practice and discovery procedures.

LEG 202  Civil Litigation II (Pleadings) (3-0-3)  
Offered Spring and Summer Semesters  
Prerequisites: LEG 201, LEG 262  
Co-requisites: LEG 240 (required)  
This course includes an in-depth examination of the principles of litigation, focusing on the application of civil techniques and the role of a paralegal using hypothetical cases.

LEG 212  Workers' Compensation (3-0-3)  
Offered Fall Semester  
Prerequisites: LEG 120, LEG 132  
This course is a study of the history of workers' compensation case laws, statutes, regulations and procedures in handling claims.

LEG 213  Family Law (3-0-3)  
Offered Spring and Summer Semesters  
Prerequisites: ENG 101, LEG 135, LEG 230  
This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody and the juvenile.

LEG 214  Property Law (3-0-3)  
Offered Fall and Spring Semesters  
Prerequisites: ENG 101, LEG 135, LEG 230  
This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

LEG 230  Legal Writing (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Pre- or Co-requisite: ENG 101 (required)  
This course includes methods, techniques and procedures for the research and preparation of legal memoranda, trial and appellate briefs and trial notebooks.

LEG 233  Wills, Trusts and Probate (3-0-3)  
Offered Fall and Spring Semesters  
Prerequisites: ENG 101, LEG 135, LEG 230  
This course includes a detailed study of testacy and intestacy, preparation of wills and codicils and fundamentals of trust and probate administration.

LEG 240  Claims Investigation (3-0-3)  
Offered Spring and Summer Semesters  
Prerequisites: LEG 132, LEG 201, LEG 262  
Co-requisite: LEG 202 (recommended)  
This course is an in-depth study of investigating claims, interviewing and taking statements, collecting data, assembling and presenting evidence.

LEG 250  Internship for Paralegal (0-9-3)  
Offered Spring Semester  
Prerequisites: Upper-level students with a minimum of 3.0 GPA; instructor consent required.  
This course is designed to provide the paralegal student with an opportunity to gain hands-on experience and apply the skills and knowledge in a law office or other suitable location where paralegals are employed.

LEG 262  Litigation Applications (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: LEG 135, LEG 230  
This course introduces computer applications in various litigation and courtroom settings using general computer and legal software programs.

LOG 215  Supply Chain Management (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: ENG 101, CPT 170  
This course is the study of all activities between suppliers, producers and end-users involving the flow of goods and services to include functions such as purchasing, manufacturing, assembling and distribution. The student will understand supply chain units and materials management processes.

LOG 240  Purchasing Logistics (3-0-3)  
Offered Fall Semester  
Prerequisite: LOG 215  
This course is the study of how purchasing impacts materials management, supply chain, transportation and global logistics processes. The student will understand methods of electronic sourcing as well as negotiating and pricing principles.

LOG 245  Production Planning Processes (3-0-3)  
Offered Fall Semester  
Prerequisites: CPT 270, LOG 215, MAT 120  
This course is a study of production processes involving process selection, facility layout, quality, waiting line analysis, Just in Time (JIT) and Lean operations.
LOG 260 Processes in Supply Chain Management (3-0-3)
Offered Spring Semester
Prerequisite: LOG 215
This course is a study of supply chain management processes and how they integrate. Systems, Applications and Products (SAP) is used to reinforce the concepts of scheduling, planning and forecasting. This is the capstone course for the Supply Chain Management degree program.

MAT - Math

MAT 031 Developmental Basic Mathematics (3-0-3)
(This course is currently inactive and not being offered)
Prerequisite: Placement into RDG 032 or higher
Note: Credit for this course does not transfer to any four-year college and may not be counted as credit toward any degree. This course includes the study of whole numbers, fractions, decimals, ratios, and proportions. Concepts are applied to real-world problem solving.

MAT 032 Developmental Mathematics (3-0-3)
(This course is currently inactive and not being offered)
Prerequisites: MAT 031 or satisfactory math placement, plus placement into RDG 032 or higher
Note: Credit for this course does not transfer to any four-year college and may not be counted as credit toward any degree. This course includes the study of integers, rational numbers, percents, basic statistics, measurement, geometry, and basic algebra concepts. Application skills are emphasized.

MAT 100 Introductory College Math (Non-Degree Credit) (5-0-5)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into RDG 032 or higher
Note: Credit for this course does not transfer to any four-year college and may not be counted as credit toward any degree. This course includes the following topics in an algebraic context: mathematical methods, techniques, ways of thinking and problem solving. Non-degree credit.

MAT 101 Beginning Algebra 3-0-3
(This course is currently inactive and not being offered)
Prerequisite: MAT 032 or satisfactory math placement, plus placement into RDG 032 or higher
Note: Credit for this course does not transfer to any four-year college and may not be counted as credit toward any degree. 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.

MAT 102 Intermediate Algebra 3-0-3
(This course is currently inactive and not being offered)
Prerequisite: MAT 100 or MAT 101 or satisfactory math placement, plus placement into RDG 032 or higher
This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions.

MAT 103 Quantitative Reasoning (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: MAT 105 or satisfactory placement, plus placement into ENG 101 or higher
This course is designed to develop quantitative reasoning and critical thinking skills. Topics include logic and computers, probability and statistics, financial mathematics, and additional applications selected to address areas of contemporary interest.

MAT 105 Introduction to College Algebra (5-0-5)
Offered Fall, Spring and Summer Semesters
Prerequisite: MAT 100 or MAT 032 or satisfactory placement, plus placement into RDG 032 or higher
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.

MAT 109 College Algebra with Modeling (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: MAT 105 or satisfactory placement, plus placement into ENG 101 or higher
This course is an approach to algebra that incorporates mathematical modeling of real data and business applications. Emphasis is placed on linear, quadratic, piece-wise defined, rational, polynomial, exponential and logarithmic functions. Includes inequalities and matrices. (MAT 109 is the preferred college algebra prerequisite course for MAT 130.)

MAT 110 College Algebra* (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: MAT 105 or satisfactory placement, plus placement into ENG 101 or higher
This course includes the following topics: polynomial, rational, logarithmic and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials. (MAT 110 is the preferred college algebra prerequisite course for MAT 111.)

MAT 111 College Trigonometry* (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: MAT 109 or MAT 110 or satisfactory placement, plus placement into ENG 101 or higher (The preferred prerequisite is MAT 110)
This course includes the following topics: trigonometric functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; and parametric equations.

MAT 120 Probability and Statistics* (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: MAT 105 or satisfactory placement, plus placement into ENG 101 or higher
This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation.

MAT 130 Elementary Calculus* (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: MAT 109 or MAT 110 or satisfactory placement, plus placement into ENG 101 or higher (The preferred prerequisite is MAT 109)
This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic and exponential functions; and interpretation and application of these processes.
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Prerequisites</th>
<th>Offered</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 140</td>
<td>Analytical Geometry and Calculus I* (4-0-4)</td>
<td>MAT 111 or satisfactory placement, plus placement into ENG 101 or higher</td>
<td>Fall, Spring and Summer Semesters</td>
<td>This course includes the following topics: derivatives and integrals of polynomial, rational, logarithmic, exponential, trigonometric and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.</td>
</tr>
<tr>
<td>MAT 141</td>
<td>Analytical Geometry and Calculus II* (4-0-4)</td>
<td>MAT 140, plus placement into ENG 101 or higher</td>
<td>Fall, Spring and Summer Semesters</td>
<td>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.</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics (3-0-3)</td>
<td>MAT 100 or MAT 032 or satisfactory placement, plus placement into ENG 101 or higher</td>
<td>Fall, Spring and Summer Semesters</td>
<td>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.</td>
</tr>
<tr>
<td>MAT 170</td>
<td>Algebra, Geometry and Trigonometry I (3-0-3)</td>
<td>MAT 100 or MAT 032 or satisfactory placement, plus placement into ENG 101 or higher</td>
<td>Fall, Spring and Summer Semesters</td>
<td>This course includes the following topics: elementary algebra, geometry, trigonometry and applications.</td>
</tr>
<tr>
<td>MAT 211</td>
<td>Math for Elementary Education I (3-0-3)</td>
<td>MAT 105 or satisfactory placement, plus placement into ENG 101 or higher</td>
<td>Fall, Spring and Summer Semesters</td>
<td>This course includes the following topics: logic, set theory, properties of and operations on counting numbers, integers, rational numbers and real numbers.</td>
</tr>
<tr>
<td>MAT 212</td>
<td>Math for Elementary Education II (3-0-3)</td>
<td>MAT 211, plus placement into ENG 101 or higher</td>
<td>Fall, Spring and Summer Semesters</td>
<td>This course includes the following topics: basic algebra, introductory geometry, probability and statistics.</td>
</tr>
<tr>
<td>MAT 215</td>
<td>Geometry (3-0-3)</td>
<td>MAT 105 or satisfactory placement, plus placement into ENG 101 or higher</td>
<td>Fall, Spring and Summer Semesters</td>
<td>This course includes the following topics: Euclidean geometry of points, lines, triangles, circles and polygons; right triangle trigonometry; and analytical geometry of the straight line. (This course is designed primarily for elementary teachers.)</td>
</tr>
<tr>
<td>MAT 220</td>
<td>Advanced Statistics (3-0-3)</td>
<td>MAT 120, plus placement into ENG 101 or higher</td>
<td>Fall, Spring and Summer Semesters</td>
<td>This course includes the following topics: estimation of parameters; formulation and testing of hypotheses; multiple and non-linear regression; correlation; contingency tables; analysis of variance; special distributions; introduction to non-parametric statistics.</td>
</tr>
<tr>
<td>MAT 230</td>
<td>Basic Multivariable Calculus (3-0-3)</td>
<td>MAT 130 or higher, plus placement into ENG 101 or higher</td>
<td>Summer Semester</td>
<td>This course includes the following topics: partial derivatives; extrema problems; multiple integration; continuous probability distributions; difference equations; and management and economic applications.</td>
</tr>
<tr>
<td>MAT 240</td>
<td>Analytical Geometry &amp; Calculus III* (4-0-4)</td>
<td>MAT 141, plus placement into ENG 101 or higher</td>
<td>Fall, Spring and Summer Semesters</td>
<td>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.</td>
</tr>
<tr>
<td>MAT 242</td>
<td>Differential Equations* (4-0-4)</td>
<td>MAT 141, plus placement into ENG 101 or higher</td>
<td>Fall, Spring and Summer Semesters</td>
<td>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.</td>
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</tbody>
</table>

**MEC - Mechatronics**

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
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<tbody>
<tr>
<td>MEC 205</td>
<td>Robotics and Automated Controls IV (1-1-1)</td>
<td>AMT 105</td>
<td>Fall, Spring and Summer Semesters</td>
<td>This course is the study of the concepts of automatic controls and final control elements. Students will write basic routine programs simulating various industrial robotic applications.</td>
</tr>
<tr>
<td>MEC 206</td>
<td>Robotics and Automated Controls V (1-1-1)</td>
<td>MEC 205</td>
<td>Fall, Spring and Summer Semesters</td>
<td>This course introduces robotic systems with an emphasis on programming and controlling industrial robots using advanced programming instruction.</td>
</tr>
<tr>
<td>MEC 207</td>
<td>Robotics and Automated Controls VI (1-1-1)</td>
<td>MEC 206</td>
<td>Fall, Spring and Summer Semesters</td>
<td>This course is the study of the concepts of automatic controls and process control elements found in industrial applications.</td>
</tr>
<tr>
<td>MEC 220</td>
<td>AC/DC Drive I (1-1-1)</td>
<td>AMT 105, EEM 117</td>
<td>Fall, Spring and Summer Semesters</td>
<td>This course introduces the principles of operation and application of AC drives, DC drives and industrial motors.</td>
</tr>
<tr>
<td>MEC 221</td>
<td>AC/DC Drive II (1-2-1)</td>
<td>MEC 220</td>
<td>Fall, Spring and Summer Semesters</td>
<td>This course covers the principles of operation and application of AC and DC drives using Wye and Delta common nameplate data.</td>
</tr>
<tr>
<td>MEC 222</td>
<td>AC/DC Drive III (0-3-1)</td>
<td>MEC 221</td>
<td>Fall, Spring and Summer Semesters</td>
<td>This course continues to explore the principles of operation and application of AC and DC drives, including the programming of basic and advanced drive parameters.</td>
</tr>
</tbody>
</table>
MEd 251  Programmatic Logic Controllers I (1-1-1)
Offered Fall, Spring and Summer Semesters
Prerequisites: AMT 105, EEM 271
This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.

MEd 252  Programmatic Logic Controllers II (1-2-1)
Offered Fall, Spring and Summer Semesters
Prerequisite: MEd 251
This course is an introduction to programmable control systems with continued emphasis on basic programming techniques. Additional topics covered will focus on PLC timers, counters, control, data manipulation and math instruction.

MEd 253  Programmatic Logic Controllers III (1-2-1)
Offered Fall, Spring and Summer Semesters
Prerequisite: MEd 252
This course is an introduction to programmable control systems with continued emphasis on basic programming techniques. Additional topics covered will include BCD digital displays and input devices, as well as GRAFCET programming using step logic.

MEd 299  Research in Advanced Mechatronics (0-12-4)
Offered Fall, Spring and Summer Semesters
Prerequisites: Permission of instructor (students must also have completed AMT 205 and EEM 252 and have a GPA of 3.5 or higher)
This course provides an opportunity for students to investigate a faculty-approved topic in automated manufacturing disciplines using the application of practical research methods. The course is designed for students in an industrial manufacturing program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects with high-tech industrial manufacturing industry leaders.

MED - Medical Assistant

MED 102  Introduction to the Medical Assisting Profession (1-3-2)
Offered Fall and Spring Semesters
Prerequisites: AHS 102, BIO 112, CPT 170, ENG 101, plus admission into the Medical Assisting program
Co-requisites: MED 104 (required), MED 107
This course introduces the student to the profession of medical assisting, the legal and ethical concepts related to medical assisting and the medical terminology of the medical office.

MED 104  Medical Assisting Administrative Procedures (3-3-4)
Offered Fall and Spring Semesters
Prerequisites: AHS 102, BIO 112, CPT 170, ENG 101, plus admission into the Medical Assisting program
Co-requisites: MED 102 (required), MED 107
This course provides a study of receptionist duties, patient record management, insurance claims processing, ICD-10-CM, CPT and HCPCS coding, letter writing, computer applications and the use of other business machines.

MED 107  Medical Office Management (2-6-4)
Offered Fall and Summer Semesters
Prerequisites: AHS 102, BIO 112, CPT 170, ENG 101, plus admission into the Medical Assisting program
Co-requisites: MED 102, MED 104
This course provides a study of the principles and practices of banking and accounting procedures, billing methods and office management. This course includes a mandatory administrative practicum experience in a physician’s office.

MED 112  Medical Assisting Pharmacology (1-3-2)
Offered Spring and Summer Semesters
Prerequisites: MED 102, MED 104
Co-requisites: MED 107, MED 113, MED 114 (required)
This course provides a study of principles of pharmacology, drug therapy and the administration of medication.

MED 113  Basic Medical Laboratory Techniques (2-3-3)
Offered Fall and Spring Semesters
Prerequisites: MED 102, MED 104, MED 107
Co-requisites: MED 112, MED 114
This course provides a study of specimen collection and techniques for related laboratory procedures routinely performed in medical offices and clinics; including hematology and procedures related to body fluids.

MED 114  Medical Assisting Clinical Procedures (2-6-4)
Offered Fall and Spring Semesters
Prerequisites: MED 102, MED 104, MED 107
Co-requisites: MED 112, MED 113
This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

MED 126  Introduction to the Medical Scribe Profession (2-2-2)
Offered Fall and Spring Semesters
Prerequisite: Review of entrance requirements by program director and approval for registration
This course provides an overview of the interdisciplinary healthcare team and an overview of the healthcare system. Professional communications, standard precautions and the Health Insurance Portability and Accountability Act (HIPAA) are addressed.

MED 127  Pathophysiology for the Medical Scribe (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: BIO 112
This course is the study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, diagnosis and management of diseases and injuries.

MED 154  Medical Scribe Practicum I (0-6-2)
Offered Fall and Spring Semesters
Prerequisites: HIM 101, HIM 102
Co-requisite: MED 127 (required)
This course provides students with an opportunity to gain practical scribing experience in a real or simulated medical setting.

MED 155  Medical Scribe Practicum II (0-6-2)
Offered Fall and Spring Semesters
Prerequisite: MED 154
This course provides students with an additional opportunity to gain practical scribing experience in a real or simulated medical setting.

MED 156  Clinical Experience I (3-9-6)
Offered Spring and Summer Semesters
Prerequisites: MED 112, MED 113, MED 114
This course provides direct experience in a physician’s office or other selected medical facilities. This course incorporates a comprehensive review of prior knowledge and a mandatory clinical practicum experience.

MED 170  Medical Assisting Professional Seminar (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: MED 154, MED 156
Co-requisite: MED 155
This course covers selected topics applicable to the medical assistant profession and focuses on advancing knowledge while developing specialty skills in leadership and professionalism.
MET - Mechanical Engineering Technology

MET 211 Strength of Materials (2-6-4)
Offered Fall and Spring Semesters
Prerequisites: EGR 194 or EGR 260
Co-requisites (required): MAT 120 or MAT 140
This course covers externally applied forces and internally induced stresses in structural members and machine components. Materials selection and sizing components to meet requirements are included. Stress/strain relationships for parts under various loading conditions including combined stresses (Mohr's) with application to beams, columns and mechanical components are covered.

MET 213 Dynamics (2-3-3)
Offered Spring and Summer Semesters
Pre- or Co-requisites (required): EGR 194 or EGR 260 and EGR 210 or EGR 275 (prerequisite preferred)
This course includes the motion of rigid bodies and the forces that produce or change their motion. Rectilinear and rotational motion is covered as well as the concepts of work, power, energy, impulse, momentum and impact in relation to machine and mechanisms.

MET 214 Fluid Mechanics (2-3-3)
Offered Fall and Spring Semesters
Prerequisite: MAT 110
This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis and nozzles.

MET 226 Applied Heat Principles (3-3-4)
Offered Fall and Spring Semesters
Prerequisite: MAT 110
This course covers energy transfer principles involved in heating, cooling and power of thermal efficiency through the study of various thermodynamic cycles. Heat transfer through conduction, convection and radiation as well as heating and cooling cycles of steam and HVAC equipment are analyzed.

MET 231 Machine Design (2-6-4)
Offered Fall and Spring Semesters
Prerequisite: MET 211
This course covers the design and applications of machine elements such as shafts, couplings, springs, brakes, clutches, gears and bearings. It also covers the applications of principles of statics, strength of materials, engineering drawing and dynamics to the design of simple machines. Conditions of static and fatigue loading while using various theories of safety factor determination are utilized in this course.

MET 235 Manufacturing Engineering Principles (1-3-2)
Offered Fall and Summer Semesters
Pre- or Co-requisites (required): EGR 210 or EGR 275 and MAT 120 or MAT 140 (prerequisite preferred)
This course covers an analysis of the management of manufacturing using the tools of work cell design, standards, process planning, inventory control and quality control. It includes analytical decision making and planning techniques. Robot safety and use is integrated into this course.

MFG - Manufacturing

MFG 101 Introduction to Manufacturing (2-3-3)
Offered Fall Semester
In this course, students examine manufacturing processes and systems, learn manufacturing terminology, assimilate workplace cultures and identify requirements to work effectively in a manufacturing environment. This course is a quantitative and qualitative study for the main manufacturing processes. It will illustrate how a design is turned into a manufacturing process. It will offer a detailed understanding of manufacturing processes that are used in the industry, such as mechatronics, CNC and welding. The course also includes quality assurance of manufacturing parts by inspection and testing.

MFG 110 Introduction to Manufacturing CAD (2-3-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: MAT 100 and RDG 100
This course introduces the basic skills and terminology required for the visualization, interpretation and sketching of 2D technical drawings used in the machine tool and manufacturing trades. The course includes an introduction to 3D CAD modeling and how CAD data supports manufacturing processes. The course emphasizes industrial and manufacturing applications utilizing 3D SolidWorks as the CAD software.

MFG 300 Manufacturing Processes and Application (3-0-3)
Offered Fall Semester
Co-requisites: EGR 130, MAT 120 (required)
This course covers technologies and processes used in modern manufacturing. Engineering principles and technological concepts for diverse methods of production are introduced, including plastics processing, metal forming and other methods of manufacturing and materials processing.

MFG 310 Manufacturing Quality (3-0-3)
Offered Summer Semester
Prerequisites: EGR 130, MAT 110, MAT 120
This course introduces the principles of quality control and quality management systems in manufacturing environments. Various technologies used for dimensional and mechanical inspection are introduced, as well as industry certifications for quality assurance.

MFG 311 Work Design, Ergonomics and Safety (3-0-3)
Offered Fall Semester
Prerequisites: MFG 300, MFG 310, MFG 330
This course covers the role of manufacturing management in maintaining a safe work environment. Topics covered include regulatory frameworks for safety and environmental management and the design of work cells and work plans to promote employee health and enhance productivity.

MFG 312 Manufacturing Enterprise Resource Management (3-0-3)
Offered Fall Semester
Prerequisites: MFG 300, MFG 310, MFG 330
This course introduces students to concepts of enterprise resource planning (ERP) for manufacturing firms. Topics covered include product lifecycle management (PLM), change management, bill of materials management, purchasing and procurement. ERP and PLM software will be utilized.
MFG 310 Strategic Sourcing and Procurement (3-0-3)
Offered Fall Semester
Pre- or Co-requisite: MAT 110 (or higher) (required)
This course focuses on supplier management and purchasing in the global economy. Strategic management concepts to control cost and quality in the procurement of goods and services will be applied and aligned to the business objectives. Students will examine make versus buy decisions, outsourcing, contract negotiation, taxation and supplier quality management.

MFG 314 Finance for Manufacturing (3-0-3)
Offered Fall Semester
Pre or Co-requisites: MAT 110 (or higher) or MAT 120 (required)
This course introduces basic concepts, terminology and application of finance, accounting and economics as applied to the management of manufacturing firms. Financial analyses will be performed to identify and resolve business problems.

MFG 321 Advanced Manufacturing Lab I (1-3-2)
Offered Spring Semester
Co-requisite: MFG 340 (required)
This course introduces students to the principles of operation of metrology tools, CNC machine tools, metal forming and heat treatment.

MFG 322 Advanced Manufacturing Lab II (1-3-2)
Offered Summer Semester
Prerequisite: MFG 321
This course introduces the principles of operation of the tools of automation and process control, including electrical circuits, mechanical systems, sensors, robotics and programmable logic controllers.

MFG 323 Advanced Manufacturing Lab III (1-3-2)
Offered Fall Semester
Prerequisite: MFG 322
This course provides advanced applications in the operation of the plastics processing, metal casting and forging, 3D printing technologies, welding technologies, assembly and fabrication tools.

MFG 330 Manufacturing Project Management (3-0-3)
Offered Fall Semester
Prerequisite: MFG 310
This course covers the fundamentals of project planning and execution in manufacturing environments. Students learn to define project requirements, identify subtasks, develop and manage a project schedule and budget, manage risk and close out a project.

MFG 340 Computer-Aided Design for Manufacturing Engineering (2-3-3)
Offered Spring Semester
Prerequisite: EGR 130
Co-requisite: MAT 110 (required)
This course covers construction and assemblies of three-dimensional objects using computer-aided design software, parametric modeling and tolerance analysis. Principles of machine design will be applied to translate these models into dimensioned and annotated drawings for manufacturing.

MFG 350 Production Process Planning (3-0-3)
Offered Fall Semester
Co-requisite: MFG 330 (recommended)
This course introduces the principles of planning, inventory control and supply chain management in manufacturing environments. Topics include the economics of production, workflows and documentation, facility considerations and overall operational efficiency.

MFG 360 Leadership in Manufacturing (3-0-3)
Offered Summer Semester
Co-requisite: MFG 330 (recommended)
This course covers theories of leadership and modern strategies of leadership development as applied in manufacturing environments. Topics include leadership styles, managing and leading change, team communication and ethics. Leadership concepts and skills will be applied in team settings.

MFG 370 Principles of Lean Manufacturing (3-0-3)
Offered Spring Semester
Prerequisites: MFG 300, MFG 310
This course covers the evolution of manufacturing systems, the principles and design of lean manufacturing systems and methods of continuous process improvement. Topics include operational models of manufacturing systems, statistical process control and the DMAIC problem-solving method.

MFG 401 Advanced Metrology (3-3-4)
Offered Fall Semester
This course covers geometric dimensioning and tolerance, accuracy and precision and dimensional metrology to ensure quality fit of manufactured parts. Other destructive and nondestructive testing techniques to quantify mechanical properties of manufactured components are introduced. Topics covered include programming and operating coordinate measurement machines, optical metrology systems and other precision measurement tools.

MFG 402 Additive Manufacturing (3-3-4)
Offered Fall Semester
This course covers the skills required to design and manufacture a part using industrial 3D printing technology, including metal additive manufacturing. Topics include metallurgy for additive manufacturing, post-processing design optimization, multi-jet printing and fuse deposition modeling.

MFG 403 Robotics & Automated Controls III (3-3-4)
Offered Fall Semester
This course covers skills required to implement and program complex robotic systems, including integration with vision, welding and other sensors, PLCs material conveyance, offline programming and system design. Collaborative mobile and other advanced robotics technologies will be covered.

MFG 404 Programmable Logic Controllers IV (3-3-4)
Offered Fall Semester
This course provides an overview of advanced programming techniques for controlling processes in today’s industries, as used by high-level control engineers and PLC program designers. This course is primarily for individuals who wish to work as a controls engineer or a high-level maintenance engineer.

MFG 481 Industry Capstone Project I (0-6-2)
Offered Fall Semester
Co-requisite: MFG 491 (required)
This course introduces systematic manufacturing process design concepts and focuses on problem definition, solution ideation, research, intellectual property concepts and risk assessment. Students will begin defining a real-world manufacturing challenge with industry sponsors and mentors.
MGT 482 Industry Capstone Project II (0-6-2)
Offered Spring Semester
Co-requisite: MFG 492 (required)
This course reinforces concepts of manufacturing technologies, lean manufacturing, project management and professional communications through an industry-sponsored capstone project. Students solve a real-world manufacturing challenge in teams, guided by industry and faculty mentors.

MFG 491 Advanced Manufacturing Senior Seminar I (2-0-2)
Offered Fall Semester
Co-requisite: MFG 481 (required)
This course introduces selected topics in manufacturing technology through independent research and lectures, guest speakers and site visits, including contemporary use of digital manufacturing technologies, advanced materials and modern software used by industry.

MFG 492 Advanced Manufacturing Senior Seminar II (2-0-2)
Offered Spring Semester
Prerequisite: MFG 491
Co-requisite: MFG 482 (required)
This course introduces selected topics in operational management principles, career skills, organizational development and conflict resolution through faculty lectures and guest presentations. Students will also present on an area of interest in developing advanced manufacturing technologies.

MGT - Management

MGT 101 Principles of Management (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 101
This course is a study of management theories, emphasizing the management functions of planning, decision-making, organizing, leading and controlling. Emphasis is also placed on the study of time management.

MGT 120 Small Business Management (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: ACC 101, BUS 121, MKT 101
This course is a study of small business management and organization, forms of ownership and the process of starting a new business. Emphasis is also placed on managing a small business. It is strongly recommended that BUS 105 be taken prior to this course.

MGT 150 Fundamentals of Supervision (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 101
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

MGT 201 Human Resource Management (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: ENG 101, MGT 101
This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary and benefit administration.

MGT 210 Employee Selection and Retention (3-0-3)
Offered Fall Semester
Prerequisite: MGT 201
This course examines how to identify and assess employment needs within an organization. Students will also study the functions of recruitment, selection and training, with an emphasis on employee retention.

MGT 240 Management Decision-Making (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: BUS 105, MGT 120 (Additionally, ACC 102 and CPT 270 are highly recommended.)
This course is a study of various structured approaches to managerial decision-making. This course is intended to be taken at the end of the Management program. Students are required to attend regular class sessions but may do so via webinar or in-person. They are also expected to meet regularly with their Glo-Bus simulation co-managers outside of class.

MGT 255 Organizational Behavior (3-0-3)
Offered Fall Semester
Prerequisite: MGT 201
This course is a study of effective individual and group behavior in an organization to maximize productivity and psychological and social satisfaction.

MGT 270 Managerial Communications (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: CPT 170, MGT 101, SPC 205
This course is a study of the skills used to create a climate for effective communication in the decision-making and problem-solving process. Emphasis is on developing resume writing and mock interviewing skills.

MKT - Marketing

MKT 101 Marketing (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 101
This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion and marketing distribution.

MKT 111 Media Relations (3-0-3)
Offered based on need
Prerequisite: ENG 101
This course is a study of building and managing effective media relationships through the application of networking, press releases, public relations strategies and media interviewing skills.

MKT 120 Sales Principles (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: ENG 101 or ENG 165
This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

MKT 123 Event Planning and Promotion (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ENG 101
This course is a study of the planning and implementation of special events with emphasis on sponsorship solicitation, permit applications, logistics, applicable laws and special event promotion.
MKT 130 Customer Service Principles (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 101
This course is a study of the importance of customer service satisfaction and the functions of various customer relations systems.

MKT 240 Advertising (3-0-3)
Offered Fall and Summer Semesters
Prerequisites: MKT 101 and ENG 101
This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, how advertising is created, agency functions and regulatory aspects of advertising.

MKT 245 Promotional Strategies (3-0-3)
Offered Spring and Summer Semesters
Prerequisites: MKT 101 and ENG 101
This course is a study of promotion activities, focusing on coordinating an effective marketing campaign for a product or business, with promotion strategies planned and used to influence consumers, trade intermediaries and sales forces.

MKT 260 Marketing Management (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: MKT 240, MKT 245
This course is a study of the marketing system from the decision-maker's view, including how marketing strategies are planned and utilized in the marketplace. (This course is intended to be taken at the end of the Marketing program.)

MKT 268 Marketing Research (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: CPT 170, MKT 101
This course is a comprehensive and up-to-date study of marketing research issues with emphasis on total quality management, data collection, sampling and case studies.

MLT - Medical Laboratory Technology

MLT 101 Introduction to Medical Lab Technology (2-0-2)
Offered Fall Semester
Co-requisites: MLT 105, MLT 115, MLT 130 (required)
This course provides an introduction to laboratory medicine, including techniques for routine laboratory procedures, medical terminology, safety and an overview of each area within the laboratory.

MLT 105 Medical Microbiology (3-3-4)
Offered Fall Semester
Co-requisites: MLT 101, MLT 115, MLT 130 (required)
This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

MLT 108 Urinalysis & Body Fluids (2-3-3)
Offered Summer Semester
Prerequisites: MLT 110, MLT 120, MLT 205, MLT 230
Co-requisites: MLT 210, MLT 241 (required)
This course introduces the routine analysis and clinical significance of urine and other body fluids.

MLT 110 Hematology (3-3-4)
Offered Spring Semester
Prerequisites: MLT 101, MLT 105, MLT 115, MLT 130
Co-requisites: MLT 120, MLT 205, MLT 230 (required)
This course provides a study of the basic principles of hematology including hemoglobins, hematocrits, white and red counts and identification of blood cells.

MLT 115 Immunology (2-3-3)
Offered Fall Semester
Co-requisites: MLT 101, MLT 105, MLT 130 (required)
This course provides a study of the immune system, disease states and the basic principles of immunological testing.

MLT 120 Immunohematology (3-3-4)
Offered Spring Semester
Prerequisites: MLT 101, MLT 105, MLT 115, MLT 130
Co-requisites: MLT 110, MLT 205, MLT 230 (required)
This course introduces the theory and practice of blood banking, including the ABO, Rh and other blood group systems, compatibility testing and HDN.

MLT 130 Clinical Chemistry (3-3-4)
Offered Fall Semester
Co-requisites: MLT 101, MLT 105, MLT 115 (required)
This course focuses on the study of nutritional, functional and excretional chemicals in blood and body fluids including testing techniques and clinical significance.

MLT 205 Advanced Microbiology (3-3-4)
Offered Spring Semester
Prerequisites: MLT 101, MLT 105, MLT 115, MLT 130
Co-requisites: MLT 110, MLT 120, MLT 230 (required)
This course provides a detailed study of microorganisms and the currently accepted procedures for the identification of these microorganisms in the clinical laboratory.

MLT 210 Advanced Hematology (3-3-4)
Offered Summer Semester
Prerequisites: MLT 110, MLT 120, MLT 205, MLT 230
Co-requisites: MLT 108, MLT 241 (required)
This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation.

MLT 230 Advanced Clinical Chemistry (3-3-4)
Offered Spring Semester
Prerequisites: MLT 110, MLT 120, MLT 205, MLT 230
Co-requisites: MLT 108, MLT 210 (required)
This course correlates laboratory procedures and concepts with emphasis on higher level cognitive applications.

MLT 251 Clinical Experience I (1-12-5)
Offered Fall Semester
Prerequisites: MLT 108, MLT 210
Co-requisite: MLT 252 (required)
This course provides an integrated, clinically based rotation, which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MLT 252 Clinical Experience II (1-12-5)
Offered Fall Semester
Prerequisites: MLT 108, MLT 210
Co-requisite: MLT 251 (required)
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.
MLT 253 Clinical Experience III (1-12-5)
*Offered Spring Semester*
Prerequisites: MLT 251, MLT 252
Co-requisite: MLT 254 (required)
This course provides an integrated, clinically based rotation, which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MLT 254 Clinical Experience IV (1-12-5)
*Offered Spring Semester*
Prerequisites: MLT 251, MLT 252
Co-requisite: MLT 253 (required)
This course provides an integrated, clinically based rotation, which correlates cognitive and technical skills in selected areas of the clinical laboratory.

**MRI - Magnetic Resonance Imaging**

MRI 101 Introduction to MRI (1-0-1)
*Offered Fall Semester*
Prerequisite: Permission of instructor
This course covers patient screening, safety and biological considerations, MR terminology and elementary imaging principles.

MRI 102 MRI Patient Care (1-0-1)
*Offered Fall Semester*
This course provides an introduction to basic patient care in an MRI environment, including professional ethics and patient communication.

MRI 111 MRI Physics (5-0-5)
*Offered Fall Semester*
Prerequisite: Permission of instructor.
This course is an introduction and exploration of MRI physics, instrumentation and application.

MRI 121 Advanced MR Imaging Techniques (5-0-5)
*Offered Spring Semester*
Prerequisite: MRI 111
This course explores advanced imaging methods and new technologies in magnetic resonance imaging.

MRI 140 MR Imaging of the Head and Neck (2-0-2)
*Offered Fall Semester*
Prerequisite: Acceptance into the MRI Program
This course is an exploration of the magnetic resonance imaging techniques of the head and neck to include patient positioning, protocols, pulse sequences and pathology.

MRI 141 MR Imaging of the Spine & Musculoskeletal System (2-0-2)
*Offered Spring Semester*
Prerequisite: Acceptance into the MRI Program
This course is an exploration of the magnetic resonance imaging techniques of the spine and musculoskeletal system to include patient positioning, protocols, pulse sequences and pathology.

MRI 142 MR Imaging of the Thorax (2-0-2)
*Offered Spring Semester*
Prerequisite: Acceptance into the MRI Program
This course is an exploration of the magnetic resonance imaging techniques of the heart and thorax to include patient positioning, protocols, pulse sequences and pathology.

MRI 143 MR Imaging of the Abdomen and Pelvis (2-0-2)
*Offered Spring Semester*
Prerequisite: Acceptance into the MRI Program
This course is an exploration of the magnetic resonance imaging techniques of the abdomen and pelvis to include patient positioning, protocols, pulse sequences and pathology.

MRI 152 MRI Clinical Practicum I (0-18-6)
*Offered Fall Semester*
This course is an introduction to the MRI department to include screening, safety and performance of routine procedures.

MRI 162 MRI Clinical Practicum II (0-15-5)
*Offered Spring Semester*
Prerequisites: MRI 101, MRI 152
This course is an extensive clinical experience to include advanced imaging.

**MST - Motorsports**

MST 101 Introduction to Motorsports (2-3-3)
*Offered Fall Semester*
Prerequisite: MST 103
This course is an introduction to “hands-on” techniques and tools utilized in the Motorsports industry, including interactions of tires, chassis, suspension on racing vehicle performance and high-performance power train components and engines.

MST 102 Motorsports Operations (2-3-3)
*Offered Spring Semester*
This course provides field training relating to operating procedures at motor racing venues, including exposure to trackside logistics, scrutineering, timing and scoring, corner working, pit and paddock procedures and emergency reactions.

MST 103 Motorsports Welding (2-3-3)
*Offered Fall Semester*
This course focuses on metal joining processes used in the Motorsports industry. Topics will include MIG and TIG welding.

MST 123 High-Performance Engines (2-3-3)
*Offered Summer Semester*
Prerequisite: AUT 103
This course concentrates on high-performance engine teardown, inspections, modification, assembly and tuning. Focuses on performance machining techniques and cylinder head modifications for increased torque and horsepower.

MST 124 Race Chassis Fabrication (2-3-3)
*Offered Spring Semester*
Prerequisite: MST 101
This course is the study of the basic elements of race vehicle fabrication. Topics include chassis design considerations, selection of materials, material forming and fitting and fundamentals of MIG, TIG and ARC welding.

MST 125 Race Tires, Shocks and Chassis Setup (2-3-3)
*Offered Spring Semester*
Prerequisite: MST 101
This course is the study of the basic elements of race tires and shock absorbers. Topics include use of tires to tune suspensions for grip and balance, inner workings and interactions of shocks with tire grip, suspension setup and weight balancing.
MST 130 Motorsports Marketing (3-0-3)
Offered Spring Semester
Prerequisite: MST 101
This course is the study of marketing, sponsorship experiences, procedures and techniques that relate to the motorsports industry.

MST 135 Motorsports History (2-3-3)
Offered Fall Semester
This course is the study of the history of the motorsports industry as it relates to the corporate, social, economic and recreational environments. The historical background will be utilized to explore both the contemporary perspective and future outlook of this industry.

MST 223 High-Performance Engine Testing and Tuning (2-3-3)
Offered Summer Semester
Prerequisite: MST 123
This course focuses on the maximization of the performance potential of a four-cycle performance engine through hands-on testing utilizing up-to-date performance test equipment and engine dynamometers.

MST 224 Advanced Race Chassis and Body Fabrication (2-3-3)
Offered Spring Semester
Prerequisite: MST 124
This course is an advanced study of race chassis, body fabrication and body alignment. This course will also include advanced sheet metal forming.

MSY - Masonry

MSY 101 Masonry Fundamentals (4-3-5)
Offered Fall, Spring and Summer Semesters
This course is an introduction to masonry skills and tools.

MSY 102 Advanced Masonry (4-3-5)
Offered Fall, Spring and Summer Semesters
This course covers masonry walls and corner construction.

MSY 110 Masonry Construction I (4-3-5)
Offered Fall, Spring and Summer Semesters
This course is a study of masonry units and installation techniques, methods and procedures in masonry installations.

MSY 111 Masonry Construction II (1-9-4)
Offered Fall, Spring and Summer Semesters
This course is a study of residential plans, interpretation and applications, including grout, reinforcements and accessories.

MSY 112 Brick Masony (1-9-4)
Offered Fall, Spring and Summer Semesters
This course is an introduction to masonry tools and equipment, masonry drawings, specifications and calculations and handling mortar and bricks/blocks.

MTH - Massage Therapy

MTH 108 Introduction to Aromatherapy (1-0-1)
Offered Spring and Summer Semesters
Prerequisite: RDG 100 or satisfactory test scores
This course introduces basic aromatherapy skills to enable the student to be an educated consumer of aromatherapy products and incorporate aromatherapy into a professional regimen, including but not limited to nail technicians, licensed practical nurses and patient care technicians.

MTH 110 Principles of Yoga (1-0-1)
Offered Fall, Spring and Summer Semesters
Prerequisite: RDG 100
This course is an introduction to the physical, philosophical and scientific aspects of Yoga. Topics include the study of vitality and wellness involving the process of spinal alignment, breath and physical energy sequencing for muscle conditioning and mental vigor. Students will learn how to release specific muscle groups by combining Thai Yoga stretches with Positional Release techniques. Students will be working on the ground (yoga mats) using their hands, knees, forearms, feet and elbows to apply compression techniques and stretches.

MTH 120 Introduction to Massage (3-3-4)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 101
Co-requisites: MTH 121, MTH 136, MTH 137 (required)
A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations and S.C. law for licensure. Swedish techniques are introduced.

MTH 121 Principles of Massage I (3-3-4)
Offered Fall and Spring Semesters
Prerequisite: MTH 120
Co-requisites: MTH 136, MTH 137 (required)
This course is an in-depth study of Swedish massage techniques and applications to a complete body massage.

MTH 122 Principles of Massage II (2-6-4)
Offered Spring and Summer Semesters
Prerequisites: MTH 121, MTH 136, MTH 137
Co-requisites: MTH 123, MTH 124, MTH 139 (required)
This course introduces basic assessment skills and applications of therapeutic techniques to muscles, tendons, ligaments and other structures.

MTH 123 Massage Clinical I (1-6-3)
Offered Spring and Summer Semesters
Prerequisites: MTH 121, MTH 136, MTH 137
Co-requisites: MTH 122, MTH 124, MTH 139 (required)
This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage.

MTH 124 Massage Business Application (3-0-3)
Offered Spring and Summer Semesters
Prerequisites: MTH 121, MTH 136, MTH 137
Co-requisites: MTH 122, MTH 124, MTH 139 (required)
This course addresses the basic business skills necessary to operating a massage business including writing resumes, marketing, bookkeeping, taxes and record keeping.

MTH 129 Principles of Massage IV (4-0-4)
Offered Fall and Summer Semesters
Prerequisite: RDG 100 or satisfactory test scores
This course is a practical application of oriental modalities integrated with pathological effects, including meridians and potent pressure points, acupuncture points, reflexology basic points and understanding shakras, muscle energy work with the muscle timeline and other basic oriental modalities.

MTH 130 Aromatherapy I (1-3-2)
Offered Spring and Summer Semesters
Prerequisite: RDG 100 or satisfactory test scores
This course covers the basic identification, properties and application of therapeutic essential oils.
MTH 132 Massage Therapy Seminar (1-0-1)  
Offered Fall and Summer Semesters  
Prerequisite: Current LMT or department head approval  
This course includes the integration of didactic and clinical techniques in massage therapy. This course offers auxiliary modalities including but not limited to hot stone, polarity, sports massage, somatic-emotional release, or qigong. Student should check with faculty to verify topic per semester.

MTH 133 Massage Clinical II (1-3-2)  
Offered Fall and Summer Semesters  
Prerequisite: MTH 123  
This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage using advanced techniques and specialized modalities.

MTH 135 Massage Practicum (1-3-2)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: MTH 121, MTH 136, MTH 137  
Co-requisites: MTH 122, MTH 123 (required)  
This course provides practical experience in all aspects of therapeutic massage application using advanced techniques & specialized modalities in the professional setting. Students will observe facility & business operations under supervision of licensed massage therapists or licensed medical staff.

MTH 136 Kinesiology for Massage Therapy (1-3-2)  
Offered Fall and Spring Semesters  
Prerequisite: Placement into ENG 101  
Co-requisites: MTH 120, MTH 121, MTH 137 (required)  
This course is a study of body movement and the body's muscular and structural factors, such as posture and gait, in relation to massage therapy. Specific emphasis will be placed on the effects of massage therapy on the way the body reacts during various activities.

MTH 137 Anatomy and Physiology for Massage Therapy I (1-5-2)  
Offered Fall and Spring Semesters  
Prerequisite: Placement into ENG 101  
Co-requisites: MTH 120, MTH 121, MTH 136 (required)  
This course will focus on the anatomy and physiology of the human body and the effects of massage on the body as a whole. Emphasis is placed on the skeletal, muscular and circulatory systems, including indications/contraindications for massage and relevant pathologies.

MTH 139 Anatomy and Physiology for Massage Therapy III (2-0-2)  
Offered Spring and Summer Semesters  
Prerequisites: MTH 121, MTH 136, MTH 137  
Co-requisites: MTH 122, MTH 123, MTH 124 (required)  
This course is a study of the effects of massage on the sympathetic/parasympathetic divisions and the release of neurotransmitters and hormones.

MTH 142 Sports Massage (0-3-1)  
Offered Fall Semester  
Prerequisites: MTH 121 and department head approval  
This course is a comprehensive introduction to sports massage providing didactic and practical experience in the application of pre- and post-event sports massage and other select modalities. Class meets off-campus and works with area colleges and/or professional sports teams. Participation in this class requires adherence to the HSN divisional immunization policy. Students must have their own reliable transportation to off-site facility. Students will be admitted to this class based on weighted admissions.

MTH 143 Applied Massage Therapy for Athletes (0-3-1)  
Offered Spring Semester  
Prerequisites: MTH 120, MTH 121 and department head approval  
Co-requisite: MTH 122  
This course provides both didactic and practical applications of sports massage for athletes. Emphasis will be placed on the specific needs of the athlete as it relates to injury prevention or treatment of sports-related injuries.

MTH 144 Somatic Emotional Release (0-3-1)  
Offered Summer Semester  
Prerequisites: MTH 120, MTH 121 and department head approval  
Co-requisite: MTH 122  
This course is the study of client/therapist mind/body awareness, with emphasis on professional boundaries and scope of practice. Students will learn, practice and experience integrative techniques for appropriate response to the client's emotions during massage.

MTH 146 Polarity Therapy (0-3-1)  
Offered Summer Semester  
Prerequisite: RDG 100  
This course offers practical application of a diverse range of polarity protocols and a basic understanding of the philosophy behind polarity therapy.

**MTT - Machine Tool Technology**

MTT 101 Introduction to Machine Tool (2-1-2)  
Offered Fall, Spring and Summer Semesters  
(Restricted to GE employees. Instructor consent required.)  
This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills and drill presses.

MTT 105 Machine Tool Math Applications (3-0-3)  
Offered Fall and Spring Semesters  
Prerequisites: MAT 100 or MAT 032 plus RDG 100  
This course is a study of shop math relevant to the machine tool trade. The following topics will be covered: fractions, decimal and metric systems, tolerances, clearance, interference, percents, area and volume, ratios and proportions, angles and lines, triangles, polygons, circles and tangents, Pythagorean theorem, trigonometry, right triangles, sine bars and sine plates and other geometric formulas.

MTT 120 Machine Tool Print Reading (3-0-3)  
Offered Fall and Summer Semesters  
Prerequisites: MAT 100 or MAT 032 plus RDG 100  
This course is designed to develop the basic skills and terminology required for visualization and interpretation of common prints used in the machine tool trades. The course is an introduction in the identification of lines, basic sketching, dimensioning of parts, geometric tolerancing and visualizing three-dimensional shapes from two-dimensional drawings.

MTT 121 Machine Tool Theory I (2-3-3)  
Offered Fall and Spring Semesters  
Prerequisites: MAT 100 or MAT 032 plus RDG 100  
This course covers the principles involved in the production of precision metal parts. This course includes the operation of the milling machine and lathe. A rigid introduction to the basic handling of machinist hand tool, precision measuring instruments. Safety will be stressed.
MTT 122 Machine Tool Practice I (0-12-4)
Offered Fall Semesters
This course covers practical experiences using the principles in Machine Tool Theory I. This course builds proficiency in the use of the lathe and milling machine operations and the basic knowledge of the surface grinder. Also, this course gives further experience with precision measuring instruments, lathe accessories for basic internal and external lathe operations and setups.

MTT 124 Machine Tool Practice II (0-12-4)
Offered Spring Semester
Prerequisite: MTT 122
This course covers the practical application of the principles in Machine Tool Theory II. Further instruction in the operation of the surface grinder, milling machine, lathe to produce advanced projects, as well as operation of the cylindrical grinder for external grinding operations and internal grinding will be offered. Safety and good housekeeping will be stressed at all times.

MTT 126 Machine Tool Practice III (0-12-4)
Offered Summer Semester
Prerequisite: MTT 124
This course covers the practical application of the principles in Machine Tool Theory II. Advanced work with basic machine tools in producing industrial-style projects will be accomplished in the development of accuracy, speed, safety, workmanship and skill.

MTT 141 Metals and Heat Treatment (3-0-3)
Offered Spring Semester
This course is a study of the properties, characteristics and heat treatment procedures of metals. This course covers the selection of steel by its color-codes and gives an understanding of heat treatment terminology, procedures and testing. Also, the elementary principles concerning metals, their production, composition and individual properties and uses will be covered.

MTT 145 Machining of Metals (3-0-3)
Offered Summer Semester
This course covers theoretical and practical training in the physical properties of metals, their required stock removal/speeds/feeds/and depths of cut and finish requirements. The course builds increased proficiency in operating the engine lathe and surface grinder, milling machine and the cylindrical grinder. Also covers speeds, feeds and tooling for numerical controlled machines.

MTT 211 Die Theory (3-0-3)
Offered Fall Semester
This course is a study of die components as they relate to the complete die. Essential facts of cutting and forming operations are explained and related to the manner in which the dies must function in order to achieve the desired results.

MTT 222 Tool and Diemaking Practice I (0-12-4)
Offered Fall Semester
Prerequisite: MTT 126
This course covers the manufacture of a simple cutting die or tools. Instruction will include machining and constructing jigs and fixtures or cutting dies in simulated industrial situations. Students will utilize the skills previously developed in the use of all tool room equipment and machines.

MTT 224 Tool and Diemaking Practice II (0-12-4)
Offered Spring Semester
Prerequisite: MTT 222
This course covers the construction of a compound and/or progressive die or tools. The course includes instruction in constructing more complex tooling with minimum assistance. Dies such as cutting, blanking and piercing and/or advanced tooling will be emphasized.

MTT 241 Jigs and Fixtures I (1-3-2)
Offered Summer Semester
Prerequisite: MTT 120
This course includes the theory necessary to design working prints of simple jigs and fixtures. Students will be instructed on the theory involved in designing jigs and fixtures as well as actual design or working drawings of drill jigs and milling fixtures.

MTT 243 Advanced Dimensional Metrology for Machinists (2-3-3)
Offered Spring Semester
Prerequisites: MTT 105, MTT 120, MTT 121
This course is a study of higher levels of measurement, measuring instruments and measuring techniques. The course consists of a theoretical and practical study incorporating the metric system, geometric dimensioning/tolerancing, sine bars/plates for compound angles and more.

MTT 245 Rapid Prototype Setup and Operations (1-6-3)
Offered Spring Semester
This course is an introduction to the set-up, operation, prototyping of parts, maintenance and safety of rapid prototyping equipment.

MTT 250 Principles of CNC (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: MTT 105, MTT 120, MTT 121, MTT 122
Co-requisite: MTT 251 (required)
This course is an introduction to the coding used in CNC programming. The course covers G-codes, M-codes, T-codes, S-codes and coordinate systems feature and RS-232. The course also covers program planning and simple programming for CNC machining centers and CNC turning centers.

MTT 251 CNC Operations (1-6-3)
Offered Fall and Spring Semesters
Co-requisite: MTT 250 (required)
This course is a study of CNC machine controls, setting tools and machine limits and capabilities.

MTT 252 CNC Setup and Operations (2-6-4)
Offered Summer Semester
Prerequisite: MTT 251
This course covers CNC setup and operations. Instruction is primarily applied to milling and drilling operations. Instruction will be given in writing a sequence of operations, the alignment of fixtures, proper loading of the workpiece, the reading and interpretation of sequence of action codes and how to verify the program. The course includes topics on how to measure parts and recognize problems.

MTT 253 CNC Programming and Operations (0-9-3)
Offered Fall Semester
Prerequisite: MTT 252
This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating and testing of CNC programs on CNC machines. It is intended to teach skills and knowledge sufficient to recognize problems.
MTT 254 CNC Programming I (2-3-3)
Offered Summer Semester
This course is a study of CNC programming, including machine language and computer-assisted programming. Topics covered in the course are milling and drilling operations, lathe operations and feeds and speeds. Also covered is post-processing. The operational software used is Master CAM.

MTT 255 CNC Programming II (2-3-3)
Offered Fall Semester
Prerequisite: MTT 254
This course includes CNC programming with simulated production conditions. Topics included in the course are multi-axis surface milling operations, drilling operations, lathe operations including the programming of live tooling and part creation in solids. The operational software used is Master CAM.

MTT 258 Machine Tool CAM (2-3-3)
Offered Spring Semester
This course is a study of computer-assisted manufacturing graphics systems needed to create CNC programs. Topics covered in the course are solid modeling, 2D and 3D machining and CNC lathe programming. Post-processing is also covered. The operational software used is CAM Works.

MTT 260 Advanced Multi-Axis Programming and Operations I (0-12-4)
Offered Spring Semester
Prerequisite: MTT 255
This course is a study of programming advanced CNC multi-axis machines, setting of tools, machine limits, capabilities and safety. Programming will be done with advanced CAD/CAM software to create and/or import wireframe surface part models for programming.

MTT 261 Advanced Multi-Axis Programming and Operations II (0-12-4)
Offered Summer Semester
Prerequisite: MTT 260
This course is a study of advanced CNC multi-axis machine programming, advanced contouring and simultaneous multi-axis machining of 3D parts. Programming will be done with advanced CAD/CAM software to create and/or import the solid part model for programming.

MTT 299 Research in Advanced CNC (0-9-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: Permission of instructor (students also must have completed MTT-260 and have a GPA of 3.0 or higher)
This course provides an opportunity for students to investigate a faculty-approved topic in the Computer Numerical Control (CNC) discipline using the application of practical research methods. This course provides students with the opportunity to go beyond program course offerings by researching a topic in more depth than programs have time for. Essentially, this course is an independent study in which the student works one-on-one or in small groups to investigate a problem or issue in the discipline.

MUS - Music

MUS 105 Music Appreciation* (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 101
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods and appropriate listening experiences.

MUS 110 Music Fundamentals (3-0-3)
Offered Spring Semester
Prerequisite: Placement into ENG 101
This course is an introduction to the elements of music and music notation with keyboard applications.

NUR - Nursing

NUR 139 Introduction to Nursing Concepts (0-9-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: BIO 210, ENG 101, MAT 120, PSY 201
Co-requisites: BIO 211, NUR 141 (required)
This course introduces healthcare and nursing concepts that emphasize the role of the nurse in providing safe, effective and outcome-driven care.

NUR 141 Pharmacological Therapies I (1-3-2)
Offered Fall, Spring and Summer Semesters
Prerequisites: BIO 210, ENG 101, MAT 120, PSY 201
Co-requisite: BIO 211 (required)
This course introduces the role of the nurse in the safe and effective administration of medications.

NUR 143 Basic Care and Comfort (0-9-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: NUR 139, NUR 141
Co-requisites: BIO 211 (required), NUR 144
This course focuses on the role of the nurse in providing comfort and assistance in activities of daily living.

NUR 144 Pharmacological Therapies II (0-3-1)
Offered Fall, Spring and Summer Semesters
Prerequisites: NUR 139, NUR 141
Co-requisites: BIO 211 (required), NUR 143 (recommended)
This course offers an advanced study of the role of the nurse in the safe and effective administration of medications.

NUR 145 Physiological Adaptation and Risk Reduction I (0-12-4)
Offered Fall, Spring and Summer Semesters
Prerequisites: NUR 143, NUR 144
Co-requisite: BIO 225 (required)
This course introduces the role of the nurse in caring for and addressing the potential for complications in adult clients with altered health.

NUR 146 Physiological Adaptation and Risk Reduction II (0-12-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: NUR 145
Co-requisite: BIO 225 (required)
This course develops the role of the nurse in caring for and addressing the potential for complications in one or more adult clients with altered health.

NUR 151 Basic Patient Care I (2.5-1.5-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: Placement into ENG 101 and MAT 105
Co-requisites: NUR 152, NUR 153, AHS 142 (required)
This course includes a study of basic nursing assisting techniques for the multiskilled patient care technician.

NUR 152 Basic Patient Care II (2.5-1.5-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: NUR 151
Co-requisites: AHS 142, NUR 153 (required)
This course includes a study of advanced health care skills needed for the multiskilled patient care technician.
NUR 153 PCT Clinical Experiences (0-6-2)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: AHS 142  
This course includes the application of nursing assisting skills and advanced health care skills in the long term and acute care settings.

NUR 156 Physiological Adaptation and Risk Reduction III (0-12-4)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: NUR 146  
Co-requisite: BIO 225 (required)  
This course is an advanced study of the role of the nurse in caring for and addressing the potential for complications in two or more adult clients with altered health.

NUR 190 Fundamental Nursing and Patient Care Skills (0-3-1)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Permission of Instructor. Must meet requirements for Advanced Placement Nursing.  
Co-requisite: NUR 201  
This course is a self-paced course primarily designed for paramedics and respiratory therapists who are going into the nursing field and require an overview of nursing content and basic and advanced patient care skills. The licensed practical nursing student will also gain knowledge with this review of nursing knowledge and skills.

NUR 201 Transition Nursing (0-9-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: BIO 210 and BIO 211 or equivalent; MAT 120; ENG 101; PSY 201; BIO 225; SPC 205; Humanities elective, NUR 190 for paramedics and respiratory therapists  
Co-requisite: NUR 230  
This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student. The course also includes the transition of the paramedic graduate and the respiratory therapist to the role of associate degree nursing student.

NUR 230 Physical Assessment (2-3-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: RN, APN, or permission of instructor  
This course facilitates the development of competence to perform a physical assessment.

NUR 239 Mental Health Nursing Concepts (0-12-4)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: NUR 156  
Pre- or Co-requisite: SPC 205  
This course is a study of the role of the nurse in providing and directing care that promotes and supports the emotional, mental and social well-being of the client experiencing altered mental health.

NUR 241 Health Promotion and Risk Reduction-Maternal/Child (0-12-4)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: NUR 239  
Pre- or Co-requisite: SPC 205  
This course is a study of the role of the nurse in providing and directing care that incorporates stages of reproduction and newborn care while addressing health promotion and risk reduction.

NUR 243 Health Promotion and Risk Reduction-Children (0-12-4)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: NUR 241  
Pre- or Co-requisite: SPC 205  
This course is a study of the role of the nurse in providing and directing care that incorporates the growth and development of children while addressing health promotion and risk reduction.

NUR 247 Critical Care I (2-3-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: RN or permission of instructor  
This course includes the development of competencies necessary to meet the needs of the patient with life-threatening cardiovascular and respiratory problems and dysrhythmias. Includes arrhythmia recognition.

NUR 248 Critical Care II (2-0-2)  
Offered Fall and Spring Semesters  
Prerequisite: NUR 247 concurrently or within the three years, or permission of instructor  
This course covers the development of competencies necessary to meet the needs of the patient with life-threatening problems of the central nervous system, renal and selected multiple trauma situations. Care of the critically ill pediatric patient and emotional reactions are included.

NUR 250 Critical Care Cardiovascular (2-0-2)  
Offered Fall and Spring Semesters  
Prerequisite: NUR 247 concurrently or within the last three years or permission of instructor  
This course facilitates the development of competencies necessary to meet the needs of the critically ill cardiovascular patient.

NUR 253 Physiological Integrity (0-12-4)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: NUR 243  
Co-requisite: Humanities elective (required); BSN prerequisites (optional)  
This course focuses on the role of the nurse in promoting health and wellness, as well as analyzing risk potential and health alterations while managing, directing and evaluating patient care.

NUR 254 Basic Arrhythmia and Cardiovascular Nursing (3-1-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: RN or permission of instructor  
This course facilitates recognition of basic heart rhythms and develops fundamental concepts requisite to cardiovascular nursing in a variety of clinical settings. The course is designed to provide basic knowledge and skills necessary for safe, competent and effective nursing practice on telemetry units. This course will assist the nurse to enhance proficiency, apply scientific rationale and to utilize basic arrhythmia recognition to provide nursing care to the acutely ill cardiovascular patient.

NUR 256 Management of Care (0-12-4)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: NUR 253  
Co-requisite: Humanities elective (required); BSN prerequisites (optional)  
This course expands the role of the nurse in providing, directing and evaluating nursing care that enhances the care delivery setting to protect clients and health care personnel.

NUR 260 Dysrhythmia Interpretation (2-5-2)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: RN or permission of instructor  
This course facilitates the development of the nurse's competence in interpretation of normal and abnormal EKG rhythms and includes life-threatening dysrhythmias.

NUR 261 Pediatric Dysrhythmia Interpretation (1-0-1)  
Offered Fall Semester  
Prerequisite: RN or permission of instructor  
This course facilitates the development of the nurse's competence in interpretation of pediatric life-threatening arrhythmia. Through classroom discussion, instruction and practice, the student will learn principles of recognition and interpretation of normal and abnormal EKG rhythms of the pediatric patient.
OTA 103 Introduction to Occupational Therapy (2-0-2)
Offered Summer Semester
Prerequisite: Acceptance into Phase II of the OTA program.
Co-requisites: OTA 163, OTA 200 (required)
This course introduces the philosophy, history and development of occupational therapy.

OTA 130 Therapeutic Media I (0-3-1)
Offered Fall Semester
Prerequisites: OTA 103, OTA 163, OTA 200
Co-requisites: OTA 131, OTA 153, OTA 203 (required)
This course covers the use of therapeutic craft activities in occupational therapy treatment.

OTA 131 Occupational Performance I (2-3-3)
Offered Fall Semester
Prerequisite: OTA 103, OTA 163, OTA 200
Co-requisites: OTA 130, OTA 153, OTA 203 (required)
This course is the study of occupational therapy principles that emphasize the use of purposeful activities to enhance role function.

OTA 135 Therapeutic Media II (0-3-1)
Offered Spring Semester
Prerequisites: OTA 130, OTA 131, OTA 153, OTA 203
Co-requisites: OTA 136, OTA 140, OTA 245, OTA 253 (required)
This course covers the fabrication and use of therapeutic equipment.

OTA 136 Occupational Performance II (2-3-3)
Offered Spring Semester
Prerequisites: OTA 130, OTA 131, OTA 153, OTA 203
Co-requisites: OTA 135, OTA 140, OTA 245, OTA 253 (required)
This course is a continuation of Occupational Performance I with increased emphasis on environmental adjustments, basic orthotics and assistive technology.

OTA 140 Clinical Introduction (0-3-1)
Offered Spring Semester
Prerequisites: OTA 130, OTA 131, OTA 153, OTA 203
Co-requisites OTA 135, OTA 136, OTA 245, OTA 253 (required)
This course provides Level I fieldwork and introduces students to a variety of settings where they can develop a basic comfort level of understanding the needs of clients and professional interaction with the clients and other professionals.

OTA 153 Clinical Applications I (3-6-5)
Offered Fall Semester
Prerequisites: OTA 103, OTA 163, OTA 200
Co-requisites: OTA 130, OTA 131, OTA 203 (required)
This course is a laboratory and clinical course emphasizing screening and assessment, treatment planning and therapeutic intervention. Successful completion of the lecture, lab and clinical portions of this class is required in order to progress forward in the OTA curriculum.

OTA 163 Psycho-Social Aspects of Occupational Therapy (1-3-2)
Offered Summer Semester
Prerequisite: Acceptance into Phase II of the OTA program.
Co-requisites: OTA 103, OTA 200
This course is a study of the relationships between purposeful activities and functions in psycho-social areas. The course explores lifestyle assessment, therapeutic use of self, individual and group treatment that encourages wellness, health promotion and rehabilitation of psycho-social dysfunction in the classroom and lab.

OTA 200 Introduction to Kinesiology (2-3-3)
Offered Summer Semester
Prerequisite: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of “C”
Co-requisites: OTA 103, OTA 163 (required)
This course is a study of functional movement of the human body. The course provides an introduction to normal and abnormal musculoskeletal and neuromuscular anatomy with an emphasis on goniometry measurement and muscular testing.

OTA 203 Kinesiology for Occupational Therapy (2-3-3)
Offered Fall Semester
Prerequisites: OTA 103, OTA 163, OTA 200
Co-requisites: OTA 130, OTA 131, OTA 153 (required)
This course includes identification and analysis of the components of human motion related to occupational therapy.

OTA 245 Occupational Therapy Departmental Management (2-0-2)
Offered Spring Semester
Prerequisites: OTA 130, OTA 131, OTA 153, OTA 203
Co-requisites: OTA 135, OTA 136, OTA 140, OTA 253 (required)
This course covers the operation of an occupational therapy clinic, including inventory, supervision and quality assurance.

OTA 253 Clinical Application II (3-6-5)
Offered Spring Semester
Prerequisites: OTA 130, OTA 131, OTA 153, OTA 203
Co-requisites: OTA 135, OTA 136, OTA 140, OTA 245 (required)
This course is a continuation of Clinical Application I with increased emphasis on reassessment for effect of intervention and maximizing treatment gains. Successful completion of the lecture, lab and clinical portions of this class is required in order to progress forward in the OTA curriculum.

OTA 260 Clinical V (0-21-7)
Offered Fall and Summer Semesters
Prerequisites: OTA 135, OTA 136, OTA 140, OTA 245, OTA 253
This course emphasizes direct participation in the adult physical disabilities clinical experience.

OTA 268 Clinical VI (0-21-7)
Offered Fall and Summer Semesters
Prerequisites: OTA 135, OTA 136, OTA 140, OTA 245, OTA 253
This course emphasizes direct participation in pediatric, geriatric, or mental health clinic experience.
PHI - Philosophy

PHI 101  Introduction to Philosophy*  (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 101
This course includes a topical survey of the three main branches of philosophy — epistemology, metaphysics and ethics — and the contemporary questions related to these fields.

PHI 105  Introduction to Logic*  (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: MAT 105 and placement into ENG 101
This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions and inductions.

PHI 110  Ethics*  (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 101
This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

PHM - Pharmacy

PHM 101  Introduction to Pharmacy  (2-3-3)
Offered Fall Semester
Co-requisite: PHM 112 (required)
This course provides a study and introduction to pharmacy and the role in providing patient care services.

PHM 110  Pharmacy Practice  (3-3-4)
Offered Spring Semester
Prerequisites: PHM 101, PHM 112, PHM 114, PHM 202
Co-requisite: PHM 113, PHM 124, PHM 152 (required)
This course provides a study of theory and practice in procuring, manipulating and preparing drugs for dispensing.

PHM 112  Pharmacy Math  (1-3-2)
Offered Fall Semester
Co-requisite: PHM 101 (required)
This course provides a study of mathematical manipulation and measurement systems as allied to pharmacy.

PHM 113  Pharmacy Technician Math  (2-3-3)
Offered Spring Semester
Prerequisites: PHM 101, PHM 112, PHM 114, PHM 202
Co-requisites: PHM 110, PHM 124, PHM 152 (required)
This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.

PHM 114  Therapeutic Agents I  (3-0-3)
Offered Fall Semester
Co-requisites: PHM 112, PHM 202 (required)
This course provides an introductory study of therapeutic drug categories.

PHM 124  Therapeutic Agents II  (3-0-3)
Offered Spring Semester
Prerequisites: PHM 101, PHM 112, PHM 114, PHM 202
Co-requisites: PHM 110, PHM 113, PHM 152 (required)
This course includes a study of therapeutic drug categories.

PHM 152  Pharmacy Technician Practicum I  (0-6-2)
Offered Fall and Spring Semesters
Prerequisites: PHM 101, PHM 112, PHM 114, PHM 202
Co-requisites: PHM 110, PHM 113, PHM 124 (all required)
This course provides a practical introduction to the pharmacy environment.

PHM 173  Pharmacy Technician Practicum III  (1-6-3)
Offered Fall and Summer Semesters
Prerequisites: PHM 110, PHM 113, PHM 124, PHM 152
Co-requisite: PHM 175 (required)
This course includes practical experience in a working pharmacy environment.

PHM 175  Pharmacy Technician Practicum  (0-9-3)
Offered Fall and Summer Semesters
Prerequisites: PHM 110, PHM 113, PHM 124, PHM 152
Co-requisite: PHM 173 (required)
This course provides a study of and introduction to the pharmacy in providing patient care services.

PHM 177  Pharmacy Technician Practicum  (1-6-3)
Offered Fall and Summer Semesters
Prerequisites: PHM 110, PHM 113, PHM 124, PHM 152
Co-requisite: PHM 175 (required)
This course includes practical experience in a working pharmacy environment.

PHM 202  Pharmacological Anatomy and Physiology  (3-3-4)
Offered Fall Semester
Co-requisite: PHM 112, PHM 114 (required)
This course introduces therapeutic drug categories. Basic anatomy and physiology of systems affected by drug action are emphasized.

PHS - Physical Science

PHS 101  Physical Science I  (3-3-4)
Offered Fall and Summer Semesters
Prerequisite: MAT 170 or higher
This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology and physics.

PHS 102  Physical Science II  (3-3-4)
Offered Spring Semester
Prerequisite: MAT 105
This is a continuation of the introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology and physics.

PHS 111  Conceptual Physics I  (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: MAT 170
This course is an introduction to the mechanical concepts of distance, time, mass, force, energy and power.

PHY - Physics

PHY 201  Physics I*  (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: MAT 109 or MAT 110
This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics.

PHY 202  Physics II*  (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: PHY 201
This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics.
PSC 206 Politics of the Middle East* (3-0-3)
Offered based on enrollment
Prerequisite: ENG 101
This course examines the domestic and international politics of countries in the Middle East. Coursework compares political systems in the region and factors such as economics, religion and societal divisions that influence both domestic politics and external relations of the countries.

PSC 215 State and Local Government* (3-0-3)
Offered Fall and/or Spring Semester
Prerequisite: Placement into ENG 101
This course is a study of state, county and municipal government systems, including interrelationships between these systems and within the federal government.

PSC 220 Introduction to International Relations (3-0-3)
Offered based on enrollment
Prerequisite: Placement into ENG 101
This course introduces the major forces and factors influencing world affairs, with emphasis on the role of the United States in the global community and the impact of growing interdependence on daily living.

PSY - Psychology

PSY 103 Human Relations (3-0-3)
Offered Fall, Spring and Summer Semesters
This course is a study of human relations, including the dynamics of behavior, interrelationships and personality as applied in everyday life.

PSY 201 General Psychology* (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 101
This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques and social psychology.

PSY 203 Human Growth and Development* (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: PSY 201
This course is a study of the physical, cognitive and social factors affecting human growth, development and potential.

PSY 206 Health Psychology (3-0-3)
Offered Fall Semester
Prerequisite: PSY 201 or permission of instructor
This course is a science-based study of psychological and behavioral influences on health. Topics include the mind-body connection, the professional and academic field, systems of the body, prevention, stress, coping, health-care and managing illness.

PSY 208 Human Sexuality* (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: PSY 201 or permission of instructor
This course is a study of the biological, psychological and sociological perspectives of human sexuality. Historical, cross-cultural and ethical issues are considered in the course.

PSY 212 Abnormal Psychology* (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: PSY 201
This course is a study of the nature and development of behavioral disorders including the investigation of contemporary treatment procedures.

PHY 221 University Physics I* (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: MAT 140
Co-requisite: MAT 141
This is the first of a sequence of courses. The course includes a calculus-based treatment of the following topics: vectors, laws of motion, rotation, vibratory and wave motion.

PHY 222 University Physics II* (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisites: PHY 221, MAT 141
This course is a continuation of calculus-based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields and induction phenomena.

PSC - Political Science

PSC 101 Topics for Model United Nations (1-0-1)
Offered based on enrollment
Prerequisite: Placement into ENG 101
This course is an introduction to the world of international negotiations and diplomacy by preparation for and participation in simulations of the United Nations and other international organizations. The countries and issues to be studied will vary.

PSC 102 Special Activities in Political Science (2-0-2)
Offered based on enrollment
Prerequisite: Placement into ENG 101
This course provides hands-on activities to support courses in international relations and comparative governments. The countries and issues studied will vary depending upon world politics.

PSC 103 Topics for Model United Nations II (1-0-1)
Offered based on enrollment
Prerequisite: PSC 101
This course offers students additional study in international negotiations and diplomacy by preparation and participation in simulations of the United Nations for their second term as a delegate. The countries and issues to be studied will vary from year to year.

PSC 104 Topics for Model United Nations III (1-0-1)
Offered based on enrollment
Prerequisite: PSC 103
This course offers students advanced study in international negotiations and diplomacy by preparation and participation in simulations of the United Nations for their third term as a delegate. The countries and issues to be studied will vary from year to year.

PSC 201 American Government* (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 101
This course is a study of national governmental institutions with emphasis on the Constitution, the functions of executive, legislative and judicial branches, civil liberties and role of the electorate.

PSC 205 Politics and Government (3-0-3)
Offered based on enrollment
Prerequisite: Placement into ENG 101
This course is a study of the concepts and problems involved in man's relationship with governments and political change. The course emphasizes comparative institutions of government, analysis of political behavior and political ideology.
PSY 225 Social Psychology (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: PSY 201
This course is a study of individual behavior as influenced by social roles, group identification, attitudes and values.

PSY 299 Research in Psychology (0-9-3)
Offered Fall, Spring and Summer Semesters based on student request and permission of instructor
Prerequisite: Permission of instructor
This course provides an opportunity for students to investigate a faculty-approved topic related to psychology using the application of practical research methods. The course is designed for students in an Associate in Arts or Associate in Science program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects.

PTH - Physical Therapy

PTH 101 Physical Therapy Professional Preparation (2-0-2)
Offered Spring Semester
Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of "C" and PTH 102, PTH 105, PTH 115, PTH 118
Co-requisites (required for full-time track): PTH 220, PTH 226, PTH 270 (required for extended track): PTH 270
This course introduces the purpose, philosophy and history of physical therapy and medical/legal documentation.

PTH 102 Introduction to Physical Therapy Intervention (1-3-2)
Offered Fall Semester
Prerequisites: Acceptance into the Physical therapist Assistant program – Phase II and completion of all Phase I courses with a minimum grade of "C"
Co-requisites (required for full-time track): PTH 105, PTH 115, PTH 118 (required for extended track): PTH 115
This course prepares the student to provide skilled basic patient care in a physical therapy setting.

PTH 105 Introduction to Kinesiology (2-3-3)
Offered Fall Semester
Prerequisites: Acceptance into the Physical Therapist Assistant program – Phase II and completion of all Phase I courses with a minimum grade of "C"
Co-requisites (required for full-time track): PTH 102, PTH 115 and PTH 118 (required for extended track): PTH 115
This course introduces musculoskeletal and neurological anatomy and concepts of kinesiology needed in physical therapy.

PTH 115 Pathology for Physical Therapy Assistants (3-0-3)
Offered Fall Semester
Prerequisites: Acceptance into the Physical Therapist Assistant program – Phase II and completion of all Phase I courses with a minimum grade of "C"
Co-requisites (required for full-time track): PTH 102, PTH 105, PTH 118 (required for extended track): PTH 105
This course is a study of basic pathophysiology of the human body with an emphasis on management of diseases and injuries commonly seen in physical therapy.

PTH 118 Physical Agents and Modalities (3-3-4)
Offered Fall Semester
Prerequisites: Acceptance into the Physical Therapist Assistant program – Phase II and completion of all Phase I courses with a minimum grade of "C"
Co-requisites (required for full-time track): PTH 102, PTH 105, PTH 115 (required for extended track): PTH 102
This course prepares students to administer physical therapy interventions using physical agents and modalities.

PTH 220 Patient Assessment Techniques (3-3-4)
Offered Spring Semester
Prerequisites: Acceptance into the Physical Therapist Assistant program – Phase II and completion of all Phase I courses with a minimum grade of "C"; and PTH 105, PTH 115
Co-requisites (required for full-time track): PTH 101, PTH 226, PTH 270 (required for extended track): PTH 226
This course introduces patient assessment and data collection techniques commonly used in physical therapy.

PTH 226 Therapeutic Exercises (2-3-3)
Offered Spring Semester
Prerequisites: Acceptance into the Physical Therapist Assistant program – Phase II and completion of all Phase I courses with a minimum grade of "C"; and PTH 105, PTH 115
Co-requisite: PTH 220 (required)
This course provides a study of the rationale, contraindications and exercise skills needed to develop appropriate exercise programs.

PTH 234 Clinical Education I (0-9-3)
Offered Spring Semester
Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of "C"; and PTH 101, PTH 220, PTH 226, PTH 270
This course provides basic clinical experiences for the physical therapist assistant student within a physical therapy setting.

PTH 242 Orthopedic Management (3-3-4)
Offered Summer Semester
Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of "C"; and PTH 101, PTH 102, PTH 105, PTH 115, PTH 118, PTH 220, PTH 226, PTH 270, PTH 234
Co-requisite: PTH 246
This course introduces basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities.

PTH 246 Neuromuscular Rehabilitation (3-3-5)
Offered Summer Semester
Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of "C"; and PTH 101, PTH 102, PTH 105, PTH 115, PTH 118, PTH 220, PTH 226, PTH 270, PTH 234
Co-requisite: PTH 242
This course is a study of therapeutic interventions and rehabilitation management for adult and pediatric patients with neuromuscular conditions.
PTH 264 Clinical Education II (0-15-5)  
Offered Fall Semester  
Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of "C"; and PTH 101, PTH 102, PTH 105, PTH 115, PTH 118, PTH 220, PTH 226, PTH 270, PTH 234, PTH 242, PTH 246  
This course provides advanced clinical experiences for the physical therapist assistant student within a physical therapy setting.

PTH 270 Special Topics in Physical Therapy (2-3-3)  
Offered Spring Semester  
Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of "C"; and PTH 101, PTH 102, PTH 105, PTH 115, PTH 118  
Co-requisites (for full-time track only): PTH 101, PTH 220, PTH 226 (for extended track only): PTH 101  
This course provides opportunities for specialized study of selected topics in physical therapy.

PTH 274 Clinical Education III (0-15-5)  
Offered Fall Semester  
Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of "C"; and PTH 101, PTH 102, PTH 105, PTH 115, PTH 118, PTH 220, PTH 226, PTH 234, PTH 242, PTH 246, PTH 264, PTH 270  
Co-requisite: PTH 264  
This course requires the physical therapist assistant student to demonstrate entry-level clinical skills within a physical therapy setting.

QAT - Metrology

QAT 109 Introduction to Metrology (0-3-1)  
Offered Fall and Summer Semesters  
Prerequisite: EGR 130 or EGR 269  
Pre-or Co-requisite: EGR 175 (prerequisite preferred)  
This course covers the tools and equipment of measurement used in a modern metrology laboratory. Techniques of making measurements, accuracy and precision, calibration and verifying GD&T are stressed. Metrology is used to verify that fabricated parts are going to fit properly at the assembly of machinery or consumer products, especially in mass production environments.

QAT 209 Advanced Metrology & Coordinate Measurement Machines (2-3-3)  
Offered Fall and Spring Semesters  
Prerequisite: QAT 109  
This course is a study of advanced metrology and coordinate measurement machines.

RAD - Radiology

RAD 101 Introduction to Radiography (2-2-2)  
Offered Fall Semester  
Prerequisite: Permission of Medical Imaging Sciences Department Head  
Co-requisite: RAD 102 (required)  
This course provides an introduction to radiologic technology with emphasis on orientation to the radiology department, ethics and basic radiation protection.

RAD 102 Radiology Patient Care Procedures (2-0-2)  
Offered Fall Semester  
Prerequisite: Permission of Medical Imaging Sciences Department Head  
Co-requisite: RAD 101 (required)  
This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.

RAD 103 Introduction to Computed Tomography (2-0-2)  
Offered Fall Semester  
Prerequisite: Permission of program coordinator  
This course is a study of the technological developments behind computed tomography, an overview of scanner components, terminology, data acquisition, digital imaging, image reconstruction, display and manipulations. Current applications will be explored, including patient screening, contract utilization and administration, contrast reactions and treatment, pediatrics, conscious sedation and monitoring and radiation protection.

RAD 107 Physics for Medical Imaging (3-0-3)  
Offered Fall and Spring Semesters  
Prerequisite: MAT 109 or higher  
This course provides an overview of the mechanical concepts of distance, time, mass, force, energy and power. Topics include mechanics, wave motion, sound and electromagnetism.

RAD 111 Introduction to Radiographic Physics (2-0-2)  
Offered Fall Semester  
Prerequisite: MAT 109  
Co-requisites: RAD 112 (required); RAD 101, RAD 130, RAD 152 (recommended)  
This course provides an overview of radiographic mathematical applications and unit conversion, as well as a basic overview of mechanical concepts of distance, time, mass, force, energy and power. Concepts of structure of matter and principles of electromagnetic radiation are included.

RAD 112 Radiographic Imaging Fundamentals (1-3-2)  
Offered Fall Semester  
Prerequisite: MAT 109  
Co-requisites: RAD 111 (required); RAD 101, RAD 130, RAD 152 (recommended)  
This course is an introduction to the study of the fundamental principles and techniques of radiographic imaging. Topics include image quality terms, primary exposure factors, the rationale and methods for primary exposure factor selection and introductory image evaluation techniques.

RAD 114 Radiographic Imaging Fundamentals II (1-3-2)  
Offered Spring Semester  
Prerequisites: RAD 101, RAD 102, RAD 111, RAD 112, RAD 130, RAD 152  
Co-requisites: RAD 136, RAD 160, RAD 236 (required)  
This course provides advanced instruction in primary and secondary influencing imaging factors and advanced imaging applications.
RAD 120  Principles of Computed Tomography (3-0-3)
*Offered Fall Semester*
Prerequisite: Admission to CT program or permission of program coordinator
This course is a study of assurance procedures and radiation dosimetry in computed tomography. Special applications of computer tomography will be explored including interventional procedures, high speed CT scanning, three dimensional CT and multi-planar reformations. A review of special scanner features will also be covered in the course. This course provides the basic understanding of the inter-workings of a CT scanner, along with an in-depth look at the physics behind image generation, quality assurance procedures, radiation dosimeter and image reformation.

RAD 121  Radiographic Physics (4-0-4)
*Offered Spring Semester*
Prerequisites: RAD 111, RAD 112
Co-requisite: RAD 114 (required)
This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.

RAD 130  Radiographic Procedures I (2-3-3)
*Offered Fall Semester*
Prerequisite: Acceptance into Phase II of Radiologic Technology program
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen and extremities are included.

RAD 135  Computed Tomography Body and Musculoskeletal Protocols (2-0-2)
*Offered Fall Semester*
Prerequisite: RAD 103
This course provides the basic imaging protocols and patient positioning for CT exams of the abdomen, pelvis and musculoskeletal system. Case studies including anatomy and pathology of the abdomen, pelvis and extremities will be explored.

RAD 136  Radiographic Procedures II (2-3-3)
*Offered Spring Semester*
Prerequisites: All previously taken RAD and AHS courses with a grade of "C" or higher
This course is a study of radiographic procedures for visualization of the structures of the body.

RAD 140  Computed Tomography Clinical Applications I (0-18-6)
*Offered Fall Semester*
Prerequisite: Acceptance into the CT program
This course provides the student with clinical experience in basic CT scanning. Students will explore techniques related to patient safety, radiation protection and exam protocols.

RAD 145  Computed Tomography Physics and Instrumentation (3-0-3)
*Offered Fall Semester*
Prerequisite: Acceptance into the CT program or permission of program coordinator
This course is a study of Computed Tomography physics and instrumentation. The course provides an overview of technology, application and practice that is unique to the Computed Tomography profession.

RAD 152  Applied Radiography I (0-6-2)
*Offered Fall Semester*
Co-requisite: RAD 130
This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

RAD 160  Clinical Applications II (0-18-6)
*Offered Spring Semester*
Prerequisites: RAD 101, RAD 102, RAD 111, RAD 112, RAD 130, RAD 152
Co-requisites: RAD 114, RAD 136, RAD 236 (required)
This course is a continuation of practice of hands-on clinical skills in hospital/outpatient environments.

RAD 175  Applied Radiography III (0-15-5)
*Offered Summer Semester*
Prerequisites: RAD 101, RAD 102, RAD 111, RAD 112, RAD 130, RAD 136, RAD 152, RAD 160, RAD 236
Co-requisites: RAD 201, RAD 230 (required)
This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

RAD 201  Radiation Biology (2-0-2)
*Offered Spring Semester*
Prerequisites: RAD 101, RAD 102, RAD 111, RAD 112, RAD 130, RAD 136, RAD 152, RAD 160, RAD 236
Co-requisite: RAD 278 (required)
This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis and treatment.

RAD 205  Radiographic Pathology (2-0-2)
*Offered Spring Semester*
Prerequisites: RAD 225, RAD 268
Co-requisite: RAD 278 (required)
This course provides a detailed study of advanced methods and concepts of imaging.

RAD 225  Selected Radiographic Topics (2-0-2)
*Offered Fall Semester*
Prerequisites: RAD 175, RAD 201, RAD 230
Co-requisite: RAD 268 (required)
This course is a study of selected areas related to radiography.

RAD 230  Radiographic Procedures III (2-3-3)
*Offered Summer Semester*
Prerequisites: RAD 130, RAD 136
This course is a study of special radiographic procedures.

RAD 236  Radiography Seminar II (2-0-2)
*Offered Spring Semester*
Prerequisites: RAD 101, RAD 102, RAD 111, RAD 112, RAD 130, RAD 152
Co-requisites: RAD 114, RAD 136, RAD 160 (required)
This course includes selected areas of radiography that require additional study or application.

RAD 257  Advanced Radiography I (0-21-7)
*Offered Fall Semester*
Prerequisites: All previously taken RAD and AHS courses with a grade of "C" or higher
This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.
REL 201 Introduction to Religion (3-0-3)  
Offered Fall and Spring Semesters  
Prerequisite: Placement into ENG 101  
This course provides a study of religion and the nature of religious beliefs, practices and their influences on culture, history and philosophy.

REL 101 Introduction to Biblical Studies (3-0-3)  
Offered Fall Semester  
Prerequisite: Placement into ENG 101  
This course is an introduction to the contemporary analysis of the Bible, including its historical background, writing and transmission, its principal persons and events and its ideas and their significance for the present.

REL 201 Religions of the World (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Placement into ENG 101  
This course surveys the major religious traditions of the world.

RES - Respiratory

RES 101 Introduction to Respiratory Care (3-0-3)  
Offered Fall Semester  
Co-requisites: RES 121, RES 246  
This course includes introduction topics pertinent to entering the respiratory care profession (i.e., medical terminology, ethical issues and legal issues).

RES 111 Pathophysiology (2-0-2)  
Offered Spring Semester  
Prerequisites: RES 101, RES 121, RES 246  
This course is a study of the general principles and analyses of normal and diseased states. Its focus is on the cardiac and pulmonary systems.

RES 121 Respiratory Skills I (2-6-4)  
Offered Fall Semester  
Co-requisites: RES 101, RES 246  
This course includes a study of basic respiratory therapy procedures and their administration.

RES 131 Respiratory Skills II (3-3-4)  
Offered Spring Semester  
Prerequisites: RES 101, RES 121, RES 246  
Co-requisites: RES 111 (required)  
This course is a study of selected respiratory care procedures and applications. This will include an introduction to mechanical ventilation.

RES 141 Respiratory Skills III (2-3-3)  
Offered Summer Semester  
Prerequisite: RES 131  
This course covers mechanical ventilation systems, pediatrics and associated monitors.

RES 152 Clinical Applications II (0-9-3)  
Offered Fall Semester  
Prerequisites: RES 101, RES 121, RES 246  
Co-requisites: RES 111 (required)  
This course includes practice of respiratory care procedures in the hospital setting. The course also includes infection control, back and fire safety, HIPPA and communication skills.

RES 154 Clinical Applications II (0-12-4)  
Offered Spring Semester  
Prerequisite: RES 152  
This course includes practice of respiratory care procedures in the hospital setting. This course also includes instruction of basic respiratory care skills and procedures including chest X-ray review, basic airway management, arterial blood gas interpretation, bronchial hygiene and patient monitoring equipment.

RES 204 Neonatal/Pediatric Care (3-0-3)  
Offered Fall Semester  
Prerequisite: RES 131  
Co-requisite: RES 244 (required)  
This course focuses on cardiopulmonary physiology, pathology and management of the newborn and pediatric patient.

RES 207 Management in Respiratory Care (2-0-2)  
Offered Spring Semester  
Co-requisite: RES 249 (required)  
This course is a study of health care management, emphasizing the importance of good planning, decision-making and organizational skills as they relate to respiratory care.
RES 232 Respiratory Therapeutics (2-0-2)
Offered Spring Semester
Prerequisites: RES 101, RES 121, RES 246
This course is a study of specialty areas in respiratory care including rehabilitation. It also includes home care techniques and pulmonary function testing.

RES 236 Cardiopulmonary Diagnostics (3-0-3)
Offered Summer Semester
Co-requisites: RES 141, RES 265 (required)
This course focuses on the purpose, use and evaluation of equipment/procedures used in the diagnosis and therapeutic management of patients with cardiopulmonary disease. This will include hemodynamic monitoring and other invasive and non-invasive procedures.

RES 241 Respiratory Care Transition (0-3-1)
Offered Summer Semester
Prerequisites: RES 121, RES 131
This course provides a comprehensive review of respiratory care.

RES 242 Advanced Respiratory Care Transition (0-3-1)
Offered Fall Semester
Prerequisite: RES 141
This course provides a comprehensive review of advanced respiratory care.

RES 244 Advanced Respiratory Skills I (4-0-4)
Offered Fall Semester
Prerequisites: RES 141, RES 265
This course includes an in-depth study of mechanical ventilation and considerations for management of the critically ill patient. This course will focus on research and emerging emergency technology.

RES 246 Respiratory Pharmacology (1-3-2)
Offered Fall Semester
Co-requisites: RES 101, RES 121
This course includes a study of pharmacologic agents used in cardiopulmonary care. It also includes cardiac agents, diuretics and related medications.

RES 249 Comprehensive Applications (0-6-2)
Offered Spring Semester
Prerequisite: RES 242
This course includes integration of didactic and clinical training in respiratory care technology.

RES 251 Clinical Applications III (0-24-8)
Offered Spring Semester
Prerequisite: RES 275
This course includes rotations in all areas of patient care with a primary emphasis on intensive care.

RES 265 Advanced Clinical Applications I (0-9-3)
Offered Summer Semester
Prerequisite: RES 154
This course includes advanced clinical training in respiratory care.

RES 275 Advanced Clinical Practice (0-15-5)
Offered Fall Semester
Prerequisites: RES 131, RES 141, RES 265
This course includes clinical practice in advanced patient care procedures.

RWR - Integrated DVS Reading and DVS English

RWR 012 Integrated Developmental Reading and Developmental English Workshop (0-3-1)
(This course is currently inactive and not being offered)
Prerequisites: Placement into ENG 032 and RDG 032
Co-requisite: RWR 032 (required)
This course provides support for mastery of Reading 032 and English 032 competencies (e.g., may include, but is not limited to, laboratory work, computerized instruction, and/or projects).

RWR 032 Integrated Developmental Reading and Developmental English (3-0-3)
(This course is currently inactive and not being offered)
Prerequisites: Placement into ENG 032 and RDG 032
Note: Credit for this course does not transfer to any four-year college and may not be counted as credit toward any degree. This course offers a review of academic reading and writing skills necessary for success in transitional and college-level courses. Students will apply strategies learned in the enhancement of reading comprehension skills and to writing activities for a variety of rhetorical situations. Note: Students who complete this course should not enroll in ENG 032 or RDG 032.

RWR 100 Integrated Transitional Reading and English (Non-Degree Credit) (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: Satisfactory placement or completion of ENG 032 and RDG 032
Note: Credit for this course does not transfer to any four-year college and may not be counted as credit toward any degree. This course is a study of basic writing and different modes of composition and may include a review of usage. It also covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. Note: Students who complete this course should not enroll in ENG 100 or RDG 100.

SAC - School-age childcare

SAC 101 Best Practices in School-Age and Youth Care Skills (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 100
This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

SFT - Science Health Fitness

SFT 101 Introduction to Exercise Physiology (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: SFT 104, SFT 105, SFT 109, SFT 125
Co-requisites: SFT 107, SFT 110, SFT 202 (required)
This course is a study of the concepts of exercise physiology and motor control.

SFT 104 Anatomy & Physiology for Fitness Professionals (2-3-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: Placement into ENG 101 and MAT 155
Co-requisites: SFT 105, SFT 109, SFT 125 (required)
This course is a study and application of anatomy and physiology focusing on the systems that the fitness professional needs the most. The cardiovascular, respiratory, muscular and skeletal systems will be discussed in lecture and laboratory settings.
SFT 105 Fitness Assessment and Exercise Program Design (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: Placement into ENG 101 and MAT 155  
Co-requisites: SFT 104, SFT 109, SFT 125 (required)  
This course is an introduction to the field and laboratory techniques used to evaluate the major components of health-related fitness. Principles of exercise are applied to develop safe, individualized exercise programs for apparently healthy individuals and special populations.

SFT 107 Nutrition for Fitness and Training (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: SFT 104, SFT 105, SFT 109, SFT 125  
Co-requisites: SFT 101, SFT 110, SFT 202 (required)  
This course provides an overview of the basic principles of nutrition and weight management with particular application to fitness and sport. The focus is on optimal wellness and disease prevention.

SFT 109 Lifetime Fitness and Wellness (2-3-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: Placement into ENG 101 and MAT 155  
Co-requisites: SFT 104, SFT 105, SFT 125 (required)  
This course is a study of the foundation of the fitness/wellness series and introduces students to the theory and principles upon which the concepts of lifetime fitness and wellness are based.

SFT 110 Weight Training: Theory and Application (2-3-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: SFT 104, SFT 105, SFT 109, SFT 125  
Co-requisites: SFT 101, SFT 107, SFT 202 (required)  
This course is a study of the instructional techniques and skill development in progressive resistance strength training. Anatomical, physiological and biochemical principles are studied and applied to design effective programs for individuals and groups.

SFT 125 Personal Training Techniques (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: Placement into ENG 101 and MAT 155  
Co-requisites: SFT 104, SFT 105, SFT 109 (required)  
This course is a study of personal training programming concepts, training methodology and business practices. Creative program design, motivation strategies, appropriate assessment techniques, communications and interpersonal skills, training styles and client expectations issues are explored.

SFT 202 Internship for the Personal Trainer (0-9-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisites: SFT 104, SFT 105, SFT 109, SFT 125  
Co-requisites: SFT 101, SFT 107, SFT 110 (required)  
This course provides an opportunity for the student to serve in a leadership role in a worksite wellness program, hospital-based wellness center, cardiac rehabilitation center, or qualified agency providing fitness programs. Valid learning objectives are established by the instructor and student to apply classroom theory to practical job experiences.

SOC - Sociology

SOC 101 Introduction to Sociology* (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Placement into ENG 101  
This course emphasizes the fundamental concepts and principles of sociology including culture, socialization, interaction, social groups and stratification, effects of population growth and technology in society and social institutions.

SOC 205 Social Problems* (3-0-3)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: SOC 101 or permission of instructor  
This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology and possible solutions.

SOC 215 Ethnicity and Minority Issues (3-0-3)  
Offered Fall Semester  
Prerequisite: SOC 101 or ANT 101 or PSY 201 or PSY 103 or PSC 201 or permission of instructor  
This course is a sociological study of social and technological changes influencing minority and ethnic issues.

SOC 225 Gender Issues (3-0-3)  
Offered Spring Semester  
Prerequisite: SOC 101  
This course analyzes the role of gender and sexuality in society. It explores the social construction of gender, cross-cultural research variations of gender and sexuality, the implications of gender and sexuality on personal daily living and gendered dimensions of social institutions.

SOC 299 Research in Sociology (0-9-3)  
Offered Fall, Spring and Summer Semesters based on student request and permission of instructor  
Prerequisite: Permission of Instructor  
This course provides an opportunity for students to investigate a faculty-approved topic related to Sociology using the application of practical research methods. The course is designed for students in an Associate in Arts or Associate in Science program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects.

SPA - Spanish

SPA 101 Elementary Spanish I* (4-0-4)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: Placement into ENG 101  
This course is a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to the Spanish culture.

SPA 102 Elementary Spanish II* (4-0-4)  
Offered Fall, Spring and Summer Semesters  
Prerequisite: SPA 101 or permission of instructor  
This course continues development of the basic language skills and the study of the Spanish culture.

SPA 201 Intermediate Spanish I* (3-0-3)  
Offered First Summer Session  
Prerequisite: SPA 102 or permission of instructor  
This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.

SPA 202 Intermediate Spanish II* (3-0-3)  
Offered Second Summer Session  
Prerequisite: SPA 201 or permission of instructor  
This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.
SPC - Speech

SPC 200 Introduction to Speech Communication (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: ENG 101
This course is an introduction to the theory and practice of oral communication with an application of improving these skills in interpersonal, intercultural, group and public contexts.

SPC 205 Public Speaking* (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: ENG 165 or ENG 101 or higher
This course is an introduction to principles of public speaking, with an application of speaking skills.

SPC 208 Intercultural Communication (3-0-3)
Offered Spring Semester
Prerequisite: ENG 101 or ENG 165
This course is an introduction to the theory and practice of “difference-based” communication - the study of face-to-face communication where significant cultural differences exist in values, perception and verbal and nonverbal behavior.

SPC 209 Interpersonal Communication (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ENG 101 or ENG 165
This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.

SPC 298 Research in Communication (0-9-3)
Offered Fall and Spring Semesters
Prerequisite: Permission of instructor
This course provides an opportunity for students to investigate a faculty-approved topic related to communication using the application of practical research methods. The course is designed for students in an Associate in Arts or Associate in Science program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects.

SUR - Surgical Technology

SUR 101 Introduction to Surgical Technology (4-3-5)
Offered Fall Semester
Prerequisites: AHS 102, BIO 112
Co-requisites: SUR 102, SUR 123 (for Sterile Processing); SUR 102, SUR 123, MAT 155 (for Surgical Technology)
This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control and wound healing.

SUR 102 Applied Surgical Technology (4-3-5)
Offered Fall Semester
Prerequisites: AHS 102, BIO 112, SUR 101
Co-requisites: SUR 123 (for Sterile Processing); MAT 155, SUR 123 (for Surgical Technology)
This course covers the study of principles and applications of aseptic techniques, the perioperative role and the medical/legal aspects.

SUR 103 Surgical Procedures I (3-3-4)
Offered Spring Semester
Prerequisites: SUR 101, SUR 102, SUR 123, MAT 155 or higher
Co-requisites: ENG 101, SUR 104, SUR 110
This course is a study of a system-to-system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment and team responsibility. Patient safety, medical/legal aspects and drugs used in surgery are emphasized.

SUR 104 Surgical Procedures II (3-3-4)
Offered Spring Semester
Prerequisites: SUR 101, SUR 102, SUR 103, SUR 123, MAT 155 or higher
Co-requisites: SUR 110, ENG 101
This course is the study of various specialties of surgical procedures.

SUR 110 Introduction to Surgical Practicum (0-15-5)
Offered Spring Semester
Prerequisites: SUR 101, SUR 102, SUR 123, MAT 155 or higher
Co-requisites: SUR 103, SUR 104, ENG 101
This course is an introduction to the application of surgical technique by assisting in the perioperative roles in various clinical affiliations.

SUR 111 Basic Surgical Practicum (0-21-7)
Offered Summer Semester
Prerequisites: SUR 103, SUR 104, SUR 110, ENG 101
Co-requisites: SUR 120, PSY 103
This course involves the application of theory under supervision in the perioperative role in various clinical affiliations.

SUR 120 Surgical Seminar (2-0-2)
Offered Summer Semester
Prerequisites: SUR 103, SUR 104, SUR 110
Co-requisites: SUR 111, PSY 103
This course includes the comprehensive correlation of theory and practice in the perioperative role.

SUR 123 Sterile Processing Technology (1-6-3)
Offered Fall Semester
Prerequisites: Placement into RDG 100 and MAT 100
Co-requisites: SUR 101 and SUR 102
This course provides a detailed study of the preparation and processing procedures of surgical instruments.

TDR - Truck Driver Training

TDR 101 Introduction to Truck Driver Training (4-4-5)
Offered Fall, Spring and Summer Semesters
Prerequisite: RDG 032
This course is an introduction to truck driver training.

TDR 102 Fundamentals of Truck Driver Training (3-3-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: TDR 101
This course covers the safe operation of a tractor-trailer on the open highway.

TDR 103 Preparation for CDL Examination (2-3-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: TDR 102
This course will prepare students for the South Carolina CDL examination, including rules, regulations, policies and driver practice.
THE - Theater

THE 101 Introduction to Theatre* (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 101
This course includes the appreciation and analysis of theatrical literature, history and production.

THE 105 Fundamentals of Acting (3-0-3)
Offered Fall Semester
Prerequisite: Placement into ENG 101
This course includes the study of dramatic performance techniques, including improvisations and interpretation of characters.

THE 205 Intermediate Acting (3-0-3)
Offered Spring Semester
Prerequisite: Placement into ENG 101
This course is a continuation of the study of techniques of body and voice control, improvisations, interpretation of characters and applied characterization, with special attention to textual analysis, verse drama and specialized stage movement and exercises.

THE 220 Theatre Laboratory I (0-3-1)
Offered Fall Semester
This course is a supervised participation in theatrical productions and focuses on student involvement, both backstage and onstage.

THE 221 Theatre Laboratory II (0-3-1)
Offered Spring Semester
This course is a supervised participation in theatrical productions and focuses on student involvement backstage, onstage and in the control booth.

THE 222 Theatre Laboratory III (0-3-1)
Offered Fall or Spring Semester
This course is the third in a sequence of laboratory courses offering supervised participation in a theatrical production. Students will receive practical experience in various areas tailored specifically to the needs of the assigned production. This course focuses on student leadership backstage, onstage and in the control booth.

THE 226 Children's Theatre (1-6-3)
Offered on a rotational basis
This course is an applied study of the dramatic literature and production practices of theatre for youth. Final project will be the presentation of a play for local schools.

THE 250 Makeup for Performance (3-0-3)
Offered Spring Semester
Prerequisite: THE 101 or permission of instructor
This course covers the principles and methods for the design and application of makeup for performance on stage and screen.

THE 253 Stagecraft (3-0-3)
Offered Fall Semester
Prerequisite: THE 101 or permission of instructor
This course is an applied study of technical theatre, including the fundamentals of scene design, set construction, painting, lighting, base electronics, properties, fly systems, drafting techniques and backstage organization.

THE 276 Script Analysis (3-0-3)
Offered Fall Semester
Prerequisites: Placement into ENG 101
This course focuses on the basic styles and forms of dramatic literature. Emphasis is on script analysis from the perspective of a theatre practitioner utilizing traditional and non-traditional methods to explore the structure of dramatic literature from a variety of genres, styles and cultures.

THE 290 Voice and Diction for the Stage (3-0-3)
Offered Fall Semester
Prerequisite: Placement into ENG 101
This course is a study of the principles of vocal production and standard American speech for the stage. Exercises include breath support and projection, tonal quality improvement and elimination of regional dialects through the study of the International Phonetic Alphabet.

THE 299 Research in Theatre (0-9-3)
Offered Fall or Spring Semester
Prerequisite: THE 101 and permission of instructor
This course provides an opportunity for students to investigate a faculty-approved topic related to theater using the application of practical research methods and is an independent study. The course is designed for students in an Associate in Arts or Associate in Science program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects.

VET - Veterinary

VET 101 Animal Breeds and Husbandry (2-3-3)
Offered Fall Semester
This course is a study of the various species and breeds of domestic animals commonly encountered in veterinary medicine. Emphasis is placed on the recognition of each breed as well as important terminology, physiological data and behavior of each species of animal.

VET 104 Veterinary Anatomy and Physiology (2-3-3)
Offered Fall Semester
Prerequisite: VET 113
This course provides a general survey of the functional anatomy and physiology of the domestic animals commonly encountered in veterinary medicine. Dissection of representative cadavers is performed in the laboratory.

VET 106 Small Animal Behavior/Kennel Management (4-0-4)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into MAT 155
This course is the study of the concepts, development, characteristics and modification of animal behavior as related to domestic animals. Animal behavior history and restraint are covered. Different breeds and species, proper terminology, nutrition, vaccines and diseases will also be covered.

VET 107 Small Animal Care and Welfare I (4-0-4)
Offered Fall and Summer Semesters
Prerequisites: Placement into ENG 165 and MAT 100
Co-requisites: VET 132, VET 133 (required)
This course provides an introduction to the knowledge and skills needed to work in the animal care industry. Topics include breed identification, canine anatomy, terminology, common disease symptoms, first aid and proper handling skills.
VET 108 Small Animal Care and Welfare II (4-0-4)
Offered Fall and Spring Semesters
Prerequisites: VET 107, VET 132, VET 133
Co-requisites: VET 134, VET 172 (required)
This course is a continuation of knowledge and skills necessary for working in the animal care industry. Topics include diseases, care, appearance, handling, topical skin treatment, selection of equipment and animal handling and control.

VET 111 Introduction to Veterinary Medical Terminology (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisites: Placement into MAT 155
Co-requisite: VET 151 (required)
This course is an introduction of veterinary medical terms, including roots, prefixes and suffixes with emphasis on spelling, definition and pronunciation as used by veterinary assistants.

VET 113 Introduction to Veterinary Technology (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into ENG 101
This course introduces veterinary medical terminology, anatomy, physiology and related areas of veterinary medicine. Students are introduced to job opportunities and the characteristics for success in the field.

VET 114 Pharmacy Skills (4-0-4)
Offered Fall and Summer Semesters
Prerequisites: VET 111, VET 151, placement into MAT 155
This course is the study of the usage of small animal health care products, including dispensing and utilization of common veterinary drugs and products. Additional topics include safe handling, storage, legal documentation and regulation.

VET 116 Radiology and Parasitology (1-6-3)
Offered Spring Semester
This course is a study of the radiologic techniques for all domestic animals in veterinary medicine, including taking, developing and assessing for technical errors of large and small animal radiographs. This course also includes a survey and laboratory study of domestic animal parasitology.

VET 117 Animal Nutrition (2-0-2)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into MAT 155
This course is a study of the different nutrients and their functions. Evaluating foodstuffs and exploring the role of dietary management and the use of prescription diets in small animals are covered.

VET 132 Feline Breeds and Terminology (2-0-2)
Offered Fall and Summer Semesters
Prerequisites: Placement into ENG 165 and MAT 100
Co-requisites: VET 107, VET 133 (required)
This course provides an introduction to feline breed recognition, common skin and coat disorders and related feline terminology.

VET 133 Basic Pet Grooming (2-3-3)
Offered Fall and Summer Semesters
Prerequisites: Placement into ENG 165 and MAT 100
Co-requisites: VET 107, VET 132 (required)
This course is a study of skills necessary for entry-level employment. Bone structure and recognition of various cat and dog breeds, basic disease symptoms and learning various pieces of equipment needed to groom will be covered. Basic grooming skills and various grooming products will also be covered.

VET 134 Intermediate Pet Grooming (0-9-3)
Offered Fall and Spring Semesters
Prerequisites: VET 107, VET 132, VET 133
Co-requisites: VET 108, VET 172 (required)
This course is a study of grooming to learn proper bathing, shampooing, flea dipping, blow-drying and brushing out techniques. Simple procedures such as nail clipping and ear cleaning will be covered. Employment and self-employment opportunities will be discussed. Proper pure breed and mixed breed clips and styles, proper proper whole body and style grooming techniques will also be covered.

VET 135 Advanced Pet Grooming (4-0-4)
Offered Spring and Summer Semesters
Prerequisites: VET 107, VET 108, VET 132, VET 133, VET 134, VET 172
Co-requisites: VET 162, VET 165 (required)
This course is a study of basic clips on common breeds followed by hand scissor work and close work on face and paws. Specific show cuts for poodles and other show breeds will be covered in detail. Salon management procedures will be discussed in-depth. Creative grooming, grooming history, the groomer's code of ethics and guest speakers from various animal-related industry careers will also be included.

VET 140 Veterinary Pharmacology (2-0-2)
Offered Spring Semester
Prerequisite: VET 150
This course is the study of the principles of pharmacology and the pharmaceutical products used in veterinary medicine.

VET 150 Clinical Techniques I (2-3-3)
Offered Fall Semester
Prerequisite: VET 113
This course includes a survey of the technical skills required by the veterinary technician in dealing with all domestic animals. The course includes techniques in restraint, handling, administration of medications and collection of bodily specimens.

VET 151 Veterinary Assisting I (2-3-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: Placement into MAT 155
Co-requisite: VET 111 (required)
This course is the study of the basic skills required of a veterinary assistant, including restraint techniques, laboratory procedures, aseptic techniques, post-surgical recovery, emergency medicine, basic radiology and surgical preparation and assistance.

VET 152 Clinical Pathology (2-6-4)
Offered Spring Semester
Prerequisite: VET 150
This course provides a study of veterinary hematology, urology and clinical chemistry followed by application of standard laboratory procedures and regulatory testing in each of these disciplines.

VET 162 Clinical Techniques of Pet Grooming (0-9-3)
Offered Spring and Summer Semesters
Prerequisites: VET 107, VET 108, VET 132, VET 133, VET 134, VET 172
Co-requisites: VET 135, VET 165 (required)
This course is a study of the technical skills required to deal with domesticated pets, grooming techniques, breed identification, customer relations and the proper use of industry-recognized tools.
VET 165  SCWE in Animal Care  (0-8-2)
Offered Fall and Summer Semesters
Prerequisites: VET 107, VET 108, VET 132, VET 133, VET 134, VET 172
Co-requisites: VET 135, VET 162 (required)
This course provides students with hands-on clinical experience in the animal care field while under the supervision of a professional animal care provider. Experience will include observation of and practice in animal care and handling techniques.

VET 166  SCWE in Veterinary Practice  (0-8-2)
Offered Fall and Spring Semesters
Prerequisites: VET 106, VET 111, VET 151
Co-requisites: VET 114, VET 251 (required)
This course provides hands-on clinical experience in the veterinary field while under the direct supervision of a licensed veterinarian in a veterinary facility.

VET 172  Portfolio and Related Topics  (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: VET 107, VET 132, VET 133
Co-requisites: VET 108, VET 134 (required)
This course is a study of grooming experiences. Students will complete a portfolio, produce a videotaped presentation of one or more grooms and prepare a detailed outline for setting up their own business.

VET 242  Veterinary Law, Ethics and Client Relations  (3-0-3)
Offered Fall and Summer Semesters
Prerequisite: Placement into MAT 155
This course is the study of the moral and ethical principles pertaining to veterinarians and staff, groomers, breeders and kennel operators. Laws governing the animal industry, as well as telephone and client courtesy skills, are covered.

WLD - Welding

WLD 102  Introduction to Welding  (1-3-2)
Offered Fall and Spring Semesters
This course covers the principles of welding, cutting and basic procedures for safety in using welding equipment.

WLD 103  Print Reading I  (1-0-1)
Offered Fall, Spring and Summer Semesters
This is a basic course that covers the fundamentals of print reading, the meaning of lines, views dimensions, notes, specifications and structural shapes. Welding symbols and assembly drawings as used in fabrication work are all covered.

WLD 108  Gas Metal Arc Welding I  (2-6-4)
Offered Fall, Spring and Summer Semesters
Co-requisites: WLD 240 or AMT 205
This course covers equipment setup and the fundamental techniques for welding ferrous and non-ferrous metals.

WLD 110  Welding Safety and Health  (1-0-1)
Offered Fall, Spring and Summer Semesters
This course is an introduction to safety and health hazards associated with welding and related processes.

WLD 111  Arc Welding I  (1-9-4)
Offered Fall and Spring Semesters
This course covers the safety, equipment and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

WLD 113  Arc Welding II  (1-9-4)
Offered Spring and Summer Semesters
Prerequisite: WLD 111
This course is a study of arc welding of ferrous and/or non-ferrous metals.

WLD 115  Arc Welding III  (2-6-4)
Offered Fall and Spring Semesters
Prerequisites: WLD 113, WLD 240
This course covers techniques used in preparation for structural plate and pipe testing according to appropriate welding standards.

WLD 132  Inert Gas Welding Ferrous  (1-9-4)
Offered Fall and Spring Semesters
Prerequisite: WLD 132
This course covers the set-up and adjustment of equipment and fundamental techniques for welding ferrous metals.

WLD 135  Inert Gas Welding of Aluminum  (1-9-4)
Offered Fall and Spring Semesters
Prerequisite: WLD 132
This course covers the set-up and adjustment of equipment and fundamental techniques of welding aluminum.

WLD 141  Weld Quality  (2-0-2)
Offered Fall, Spring and Summer Semesters
This is an introductory course in weld quality assurance.

WLD 152  Tungsten Arc Welding  (1-9-4)
Offered Fall and Spring Semesters
Co-requisite: WLD 135 (required)
This course covers gas tungsten arc welding of carbon steel filler metal and carbon steel metals with stainless steel filler metals.

WLD 160  Fabrication Welding  (1-6-3)
Offered Spring and Summer Semesters
Prerequisite: WLD 103
This course covers the layout and fabrication procedures as they pertain to sheet metal and structural steel shapes. The course will also include shop safety and hand and power tools.

WLD 171  Print Reading and Sketching for Structural Welding  (3-3-4)
Offered Fall Semester
This course introduces the interpretation of basic welding drawings and implementation of sketching techniques for structural welding, including interpreting welding symbols, dimensioning, tolerancing, sectioning and mating of metal parts as performed in fabrication and welding assembly projects. Upon completion of this course, students will be able to comfortably and successfully read and interpret drawings.

WLD 208  Advanced Pipe Welding  (0-9-3)
Offered Fall and Spring Semesters
Prerequisite: WLD 132
Co-requisite: WLD 240
This course is a study of advanced pipe welding. It also covers the process to fit and weld ferrous and non-ferrous metals.
WLD 235 Robotic Welding I (1-3-2)
Offered Fall and Summer Semesters
Prerequisite: WLD 110, WLD 132
Co-requisite: WLD 240
This course covers basic theory and practice for robotic welding.

WLD 240 Robotic Welding and Manufacturing (2-6-4)
Offered Fall and Summer Semesters
Co-requisite: WLD 235
This course covers robotic welding systems, safety, operations and applications.
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(This information was correct as of publication. New appointments are made each May.)

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Master Structural (ASE)
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M.A., M.S., Ohio University

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CAP-OM

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Ed.D., Valdosta State University

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M.F.A., West Virginia University

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The following is a list of agencies, societies and professional organizations with which our faculty and academic staff are associated or affiliated:

Academy of Medical Surgical Nurses
Accreditation Board for Engineering and Technology (ABET)
Accreditation Commission for Education in Nursing, Inc. (ACEN)
Accreditation Council for Occupational Therapy Education (ACOTE)
Air Conditioning Contractors of America (ACCA)
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Air Force Association
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Alpha Epsilon Lambda
Alpha Kappa Alpha Sorority, Inc.
American Association of Neuroscience Nurses
American Academy of Nurse Practitioners
American Advertising Federation - Greenville
American Association of Heart Failure Nurses
American Association for Paralegal Education (AAIPE)
American Association for Respiratory Care (AARC)
American Association for the Advancement of Science
American Association of Medical Assistants
American Association of Women in Community and Junior Colleges (AAWCJC)
American Bar Association (ABA)
American Cancer Society
American Chemical Society
American College of Sports Medicine (ACSM)
American Criminal Justice Association/Lambda Alpha Epsilon
American Culinary Federation (ACF)
American Dental Assistants Association (ADAA)
American Dental Association (ADA)
American Dental Hygiene Association (ADHA)
American Health Information Management Association (AHIMA)
American Heart Association
American Hotel and Lodging Association (AH&LA)
American Library Association
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American Mathematical Association of Two-Year Colleges
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American Nurses Association
American Occupational Therapy Association (AOTA)
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American Psychotherapy Association
American Red Cross
American Registry of Diagnostic Medical Sonographers (ARDMS)
American Registry of Radiologic Technologists (ARRT)
American Society of Health System Pharmacists
American Society for Industrial Security-International (ASIS)
American Society of Respiratory Care (AARC)
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National Association of Biology Teachers (NABT)
National Association of Community College Entrepreneurship (NACCE)
National Association of Developmental Educators
National Association of Emergency Medical Service Educators (NAEMSE)
National Association of Emergency Medical Technicians (NAEMT)
National Association of Legal Assistants (NALA)
National Association of Public Funded Truck Driver Training Schools
National Athletic Trainers' Association
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National Board for Respiratory Care (NBRC)
National Cancer Registrars Association
National Cat Groomers Institute of America, Inc.
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National Collegiate Honors Council
National Council of Teachers of English
National Council of Teachers of Mathematics
National Dog Groomers Association of America, Inc.
National Hot Rod Association (NHRA)
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North American Council of Automotive Teachers (NACAT/SC)
Oncology Nursing Society
Palmetto Shared Services
Partnership Among South Carolina Academic Libraries (PASCAL)
Perinatal Association
Pharmacy Technician Educators Council
Phi Alpha Theta
Phi Kappa Phi
Phi Theta Kappa
Piedmont Chapter—South Carolina Society of Radiologic Technologists
Piedmont Dental Hygiene Society
Piedmont District Dietetic Association (PDA)
Red Hat Academy
Riley Diversity Institute Fellow
SAP Community Network (SCN)
Sigma Pi Sigma
Sigma Tau Delta
Sigma Theta Tau
Skills USA
Smithsonian Institute
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Society for Maintenance and Reliability Professionals
Society for Simulation in Healthcare
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South Carolina Association of Early Childhood Teacher Educators (SCAECTE)
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South Carolina Association of Veterinary Technicians
South Carolina Athletic Trainers' Association
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South Carolina Board of Occupational Therapy
South Carolina Board of Paralegal Certification
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South Carolina Chapter of the American Mathematical Association of Two-Year Colleges (SOCAMATYC)
South Carolina Chiropractic Association (SCCA)
South Carolina Council of Deans and Directors of Nursing Education
South Carolina Dental Assisting Association
South Carolina Dental Hygiene Association
South Carolina Department of Labor, Licensing and Regulation (SC LLR)
South Carolina Dietetic Association (SCDA)
South Carolina Early Childhood Association
South Carolina Emergency Medical Services Association
South Carolina Hospitality Association
South Carolina Hospitality and Tourism Education Coalition
South Carolina Information and Library Services Consortium (SCILS)
South Carolina Law Enforcement Association
South Carolina Library Association
South Carolina Mathematical Association for Two Year Colleges (SOCAMATYC)
South Carolina Nurse Aide Registry (NNAAP)
South Carolina Nurses Association
South Carolina Nurses Association Continuing Education Approval Committee
South Carolina Occupational Therapy Association (SCOTA)
South Carolina Organization for Student Success (SCOSS)
South Carolina Radiation Quality Standards Association (SCRQSA)
South Carolina Reading Association
South Carolina Restaurant and Lodging Association (SCRLA)
South Carolina Society for Clinical Laboratory Science
South Carolina Society for Respiratory Care (SRSRC)
South Carolina Society of Health System Pharmacists
South Carolina Society of Hospital Pharmacists, 13th Pharmaceutical District
South Carolina Society of Medical Assistants
South Carolina Society of Professional Engineers (SCSPE)
South Carolina Society of Radiologic Technologists
South Carolina State Board of Nursing
South Carolina Technical College System Library Peer Group
South Carolina Technical Education Association (SCTEA)
South Carolina Trucking Association (SCTA)
South Carolina Upstate Paralegal Association (SCUPA)
South Carolina Veterinary Relief Corp (SCVRC)
South Carolina Women in Higher Education (SCWHE)
Southeast Regional Middle East and Islamic Studies Society (SERMEISS)
Southern Business Education Association (SBEA)
Southern Regional Honors Council
Southern Regional Testing Agency
Southern States Communication Association
Southern Sociological Society
State Troopers' Association
Student American Dental Hygiene Association (SADHA)
Tau Beta Pi Engineering Honor Society
The Nature Conservancy
Tri State Sculptors Education Association
Two-Year College English Association — Southeast
United States Association of Track and Field
United States District Court for South Carolina
United States Supreme Court Bar
United Way of Greenville
University of South Carolina Geriatric Faculty Institute
Upstate International World Affairs Councils of America
Upstate Nurse Practitioner Association
Veterans of Foreign Wars
VMware IT Academy
Washington Sculptors Group
Western History Association
Women in Medicine
ACCREDITING/LICENSEING AGENCIES

Greenville Tech’s accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) may be reviewed in the Greenville Tech College Library on the Barton Campus.

Engineering Technology Accreditation Commission of ABET
(Accreditation Board for Engineering and Technology, Inc.)
415 North Charles Street
Baltimore, MD 21201
(410) 347-7700
https://www.abet.org/

Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road, NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
https://www.acenursing.org/

Accreditation Council for Occupational Therapy Education c/o
Accreditation Department
American Occupational Therapy Association
6116 Executive Boulevard, Suite 200
North Bethesda, MD 20852-4929
(301) 652-6611
https://www.aota.org/

Accreditation Review Council on Education in Surgical Technology
6 West Dry Creek Circle, Suite 110
Littleton, CO 80120
(303) 694-9262
https://www.arcstsa.org/

American Culinary Federation Education Foundation, Inc. Accrediting Commission
180 Center Place Way
St. Augustine, FL 32095
(800) 624-9458
https://www.acfchefs.org

American Society of Health-System Pharmacists Accreditation Services Division
4500 East-West Highway, Suite 900
Bethesda, MD 20814
(301) 664-8835
https://www.ashp.org/

Accreditation Council for Business Schools & Programs (ACBSP)
11520 West 119th Street
Overland Park, KS 66213
(913) 339-9356
https://acbsp.org/

ASE Education Foundation

1503 Edwards Ferry Road, NE, Suite 401
Leesburg, VA 20176
(703) 669-6650
http://www.aseeducationfoundation.org/

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) Accreditation Services
c/o American Health Information Management Association (AHIMA)
233 N. Michigan Avenue, 21st Floor
Chicago, IL 60601-5809
(312) 233-1134
https://www.cahiim.org/

Commission on Accreditation in Physical Therapy Education (CAPTE)
APTA Headquarters
Accreditation Department
1111 North Fairfax Street
Alexandria, VA 22314-1488
(703) 706-3245
http://www.capteonline.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
(727) 210-2350
https://www.caahep.org/

Commission on Accreditation for Respiratory Care (CoARC)
264 Precision Blvd
Telford, TN 37690
(817) 283-2835
https://www.coarc.com/

Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP)
8301 Lakeview Parkway, Suites 111-312
Rowlett, TX 75088
(214) 703-8445
https://coaemsp.org/

Commission on Dental Accreditation American Dental Association
211 East Chicago Avenue
Chicago, IL 60611-2678
(312) 440-4653
https://www.ada.org/en/coda

Federal Aviation Administration Flight Standards District Office
FAA/FSD0-13
125B Summer Lake Drive
West Columbia, SC 29170
(803) 765-5931
https://www.faa.gov/

HVAC Excellence
PO Box 491
Mount Prospect, IL 60056-0491
(800) 394-5268
https://www.escogroup.org/

Joint Review Committee on Education in Diagnostic Medical Sonography
6021 University Blvd., Suite 500
Elliott City, MD 21043
(443) 973-3251
Accrediting/Licensing Agencies


Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
https://www.jrcert.org/

National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Road, Suite 720
Rosemont, IL 60018-5119
(773) 714-8880
https://www.naaccsls.org/

National Association for the Education of Young Children (NAEYC)
1313 L Street NW, Suite 500
Washington, DC 20005-4101
(202) 232-8777
https://www.naeyc.org/

National Board for Certification in Occupational Therapy
One Bank Street, Suite 300
Gaithersburg, MD 20878
(301) 990-7979
https://www.nbcot.org/

National Cancer Registrars Association
Formal Education Review Committee
1330 Braddock Place, Suite 520
Alexandria, VA 22314
(703) 299-6640
http://www.ncra-usa.org/

South Carolina Department of Health and Human Services
Nurse Aide Training Program (NATP)
1801 Main Street
P.O. Box 8206
Columbia, SC 29202-8206
(803) 315-1366
https://www.scdhhs.gov/

South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of Cosmetology
Synergy Business Park: Kingstree Building
110 Centerview Drive
Columbia, SC 29210
(803) 896-4300
https://llr.sc.gov/cosmo/

South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of Nursing
Synergy Business Park: Kingstree Building
110 Centerview Drive, Suite 202
Columbia, SC 29211-1329
(803) 896-4550
https://llr.sc.gov/nurse/

South Carolina Department of Public Safety Driver Improvement Division
- DMV
10311 Wilson Blvd., Building C
P.O. Box 1498
Blythewood, SC 29016
(803) 896-5000
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